



Norpass3 Reporting Help

Help

DOC0043 Version 2.0

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Attention

This document is a printable PDF version of the HTML online help that accompanies the Norpass3 software. It is supplied so that the help information can be read in a PDF viewer such as Adobe Reader and printed and read as a hard copy.

The contents were primarily structured for display in a web browser in HTML format. Because of this, the PDF version may be subject to some layout issues such as large gaps between headings and diagrams, tables being split between pages and incorrect table formatting.

1 Introduction

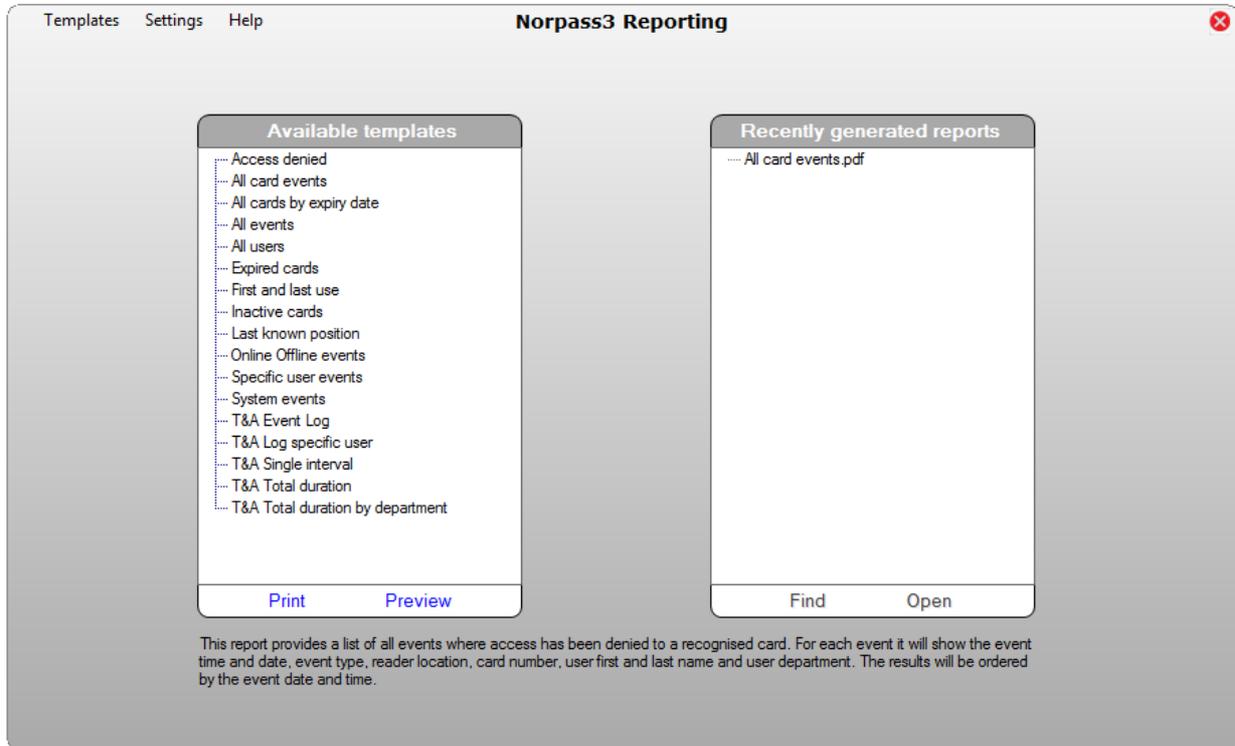
The Norpass3 reporting package provides a comprehensive range of reporting features for Norpass3. Users can extract specific data from the Norpass3 database by choosing from a selection of report types and, where necessary, using built-in filters to filter the data according to date, time, card number, etc. The resulting reports can then be printed or exported to an appropriate file format. The reporting package supports a wide choice of file formats.

The reporting package can be run from within Norpass3 by selecting 'Reports' from the 'Reports' menu or it can be run as a standalone application by clicking on the icon on the desktop.

2 Generating a Report

Getting Started

If you are in Norpass3 and wish to generate a report, select 'Reports' from the 'Reports' menu. The following screen is displayed:



The first time you run the reporting package, if you are not calling it from within Norpass3, you will need to tell it the type of Norpass3 database being used by selecting 'Database' from the 'Settings' menu. The following information is displayed:

Database Connection

Database type:

Default Norpass3 database location
 Alternative Norpass3 database

Path:

Create local copy of database

A standard installation will use 'Microsoft Access', which is installed in the default location on the PC. However, in certain circumstances Norpass3 may use an SQL Server, or it may use a Microsoft Access database that is not stored in the default location. In such cases you must identify the type of server and its location.

If you use a Microsoft Access server that is not in the default location, choose 'Microsoft Access' from the 'Database type' drop down list. select the radio button for 'Alternative Norpass3 database' and browse to the Norpass3.mdb file by clicking the 'Find' button. Click 'OK' to confirm.

If you use an SQL Server, choose 'SQL Server' from the 'Database type' drop down list and then fill in the details for the server and database. You should ask your IT manager for this information.

Once the appropriate settings have been entered correctly, you can test that the connection to the database is functioning correctly by clicking 'Test Connection'. Click 'OK' to confirm once the settings have been confirmed.

Report Types

The left-hand box contains a list of all report templates currently installed in the system. The standard report types are described below. For further information on a report type, see the section associated with it.

Title	Description
Access denied	Lists all events where access has been denied to a recognised card.
All card events	provides a list of all card related events. It can be filtered by date and location.
All Cards by expiry date	Provides a list of all cards by expiry date.
All users	Lists all users currently in the system with their details, card start date and expiry date, and the last location of the user.

First and last use	Lists all cards from a selected range (or all cards) that have been used within a specified period, showing the first use and last use of the card within that period.
Inactive cards	Lists all cards on the system that have not been used within a specified period.
Cards used	Lists all cards on the system that have been used within a specified period.
Last known position	Lists the last known position of selected cards.
Online offline events	provides list of online and offline events.
Specific user events	Provides a list of user events. It can be filtered by event date, location, card number, user first or last name.
System Events	Provides a list of all system related events.
T&A event log	Provides a Time and Attendance log, filtered by date, reader location, card number and user name.
T&A log specific user	Provides a log of the movement of a specific user through specified areas.
T&A single interval	Provides a list of all users who have entered specified areas. it will record the time spent by users in specified areas during each visit.
T&A total duration	provides a list of all users who have spent a certain total amount of time in specified areas. It will record the total time spent in the specified areas by each user.
T&A total duration by department	provides a list of all users who have spent a certain total amount of time in specified areas. It will record the total time spent in the specified areas by each user arranged by department.

To run a report and preview it on the screen, select the report type and then click the 'Preview' button. If the report type uses filters, then you will be given the opportunity to apply filtering before the report is displayed. Reports can be saved or printed from the Preview screen.

If you wish to print a report without previewing it, select the report and then click the 'Print' button. If the report type uses filters, then you will be given the opportunity to apply filtering before the report is printed.

Recently Generated Reports

The right-hand box on the main screen lists all recently generated reports (that were saved to the 'Reports' folder in the Norpass3 Reporting directory). Here, reports can be searched and opened for viewing. To open a report, select it from the list and click 'Open'. The report will open in the application associated with the document type on your PC.

Access Denied

This report provides a list of all events where access has been denied to a recognised card. For each event it will show:

- Time
- Event
- Location
- Card
- First name
- Last name
- Department

The results will be ordered by the event date and time.

To generate the report preview, select 'Access denied' from the list and click the 'Preview' button. You are now given the option to apply filters.

Filter Selection



If you don't wish to apply a time period filter, select 'ALL' from the left-hand drop-down list on the 'EventDate' row.

If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list on the row:

Select Range - use the 'Start' date and time boxes and the 'End' date and time boxes to set the time period.

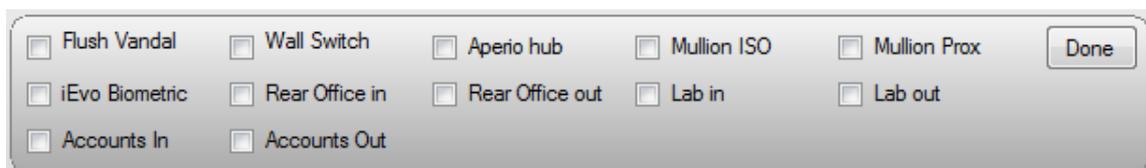
Month Commencing/Week Commencing - use the 'Start' date box to set the commencement date.

Last Month/Last Week/This Week/Yesterday/Today - times and dates are automatically set.



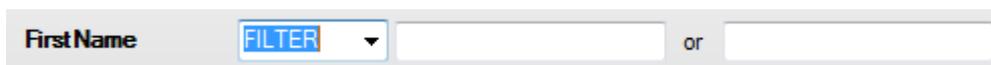
If you want events at all reader locations to be listed, select 'ALL' from the left-hand drop-down list on the 'Location' row.

If you want to restrict the report to certain reader locations, click the browse (...) button to view the reader locations:

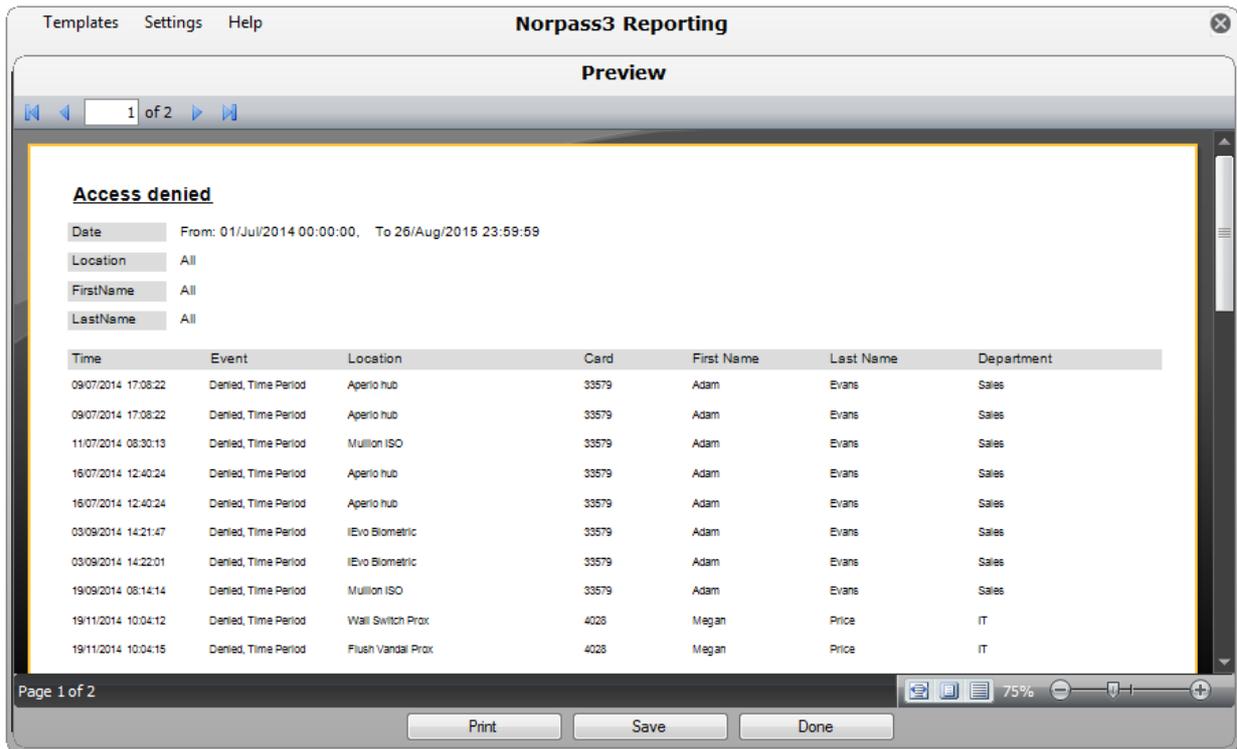


Tick the boxes of the required locations and click 'Done'

If you wish to search on first or last names, you can add a name or part of a name in one or more of the filter boxes so that all names that match any of the boxes will be listed.



Once all filters have been set, click the 'Preview' button. The report will appear similar to:



Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

All Card Events

This report provides a list of all card related events. It can be filtered by date and location. For each event it will show:

- Time
- Event
- Location
- Card
- First name
- Last name
- Department

The results will be ordered by event date and time.

To generate the report preview, select 'All card events' from the list and click the 'Preview' button. You are now given the option to apply filters.

Filter Selection



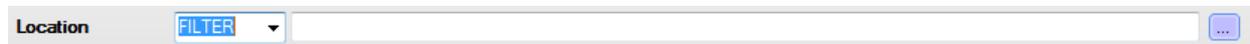
If you don't wish to apply a time period filter, select 'ALL' from the left-hand drop-down list on the 'EventDate' row.

If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list on the row:

Select Range - use the 'Start' date and time boxes and the 'End' date and time boxes to set the time period.

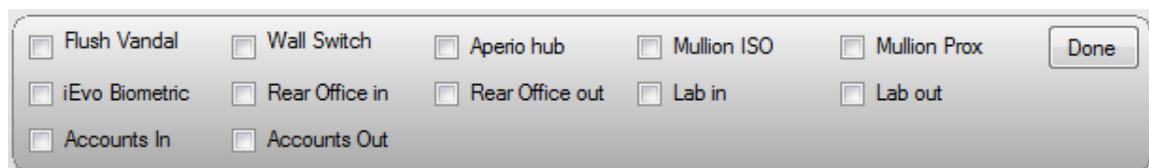
Month Commencing/Week Commencing - use the 'Start' date box to set the commencement date.

Last Month/Last Week/This Week/Yesterday/Today - times and dates are automatically set.



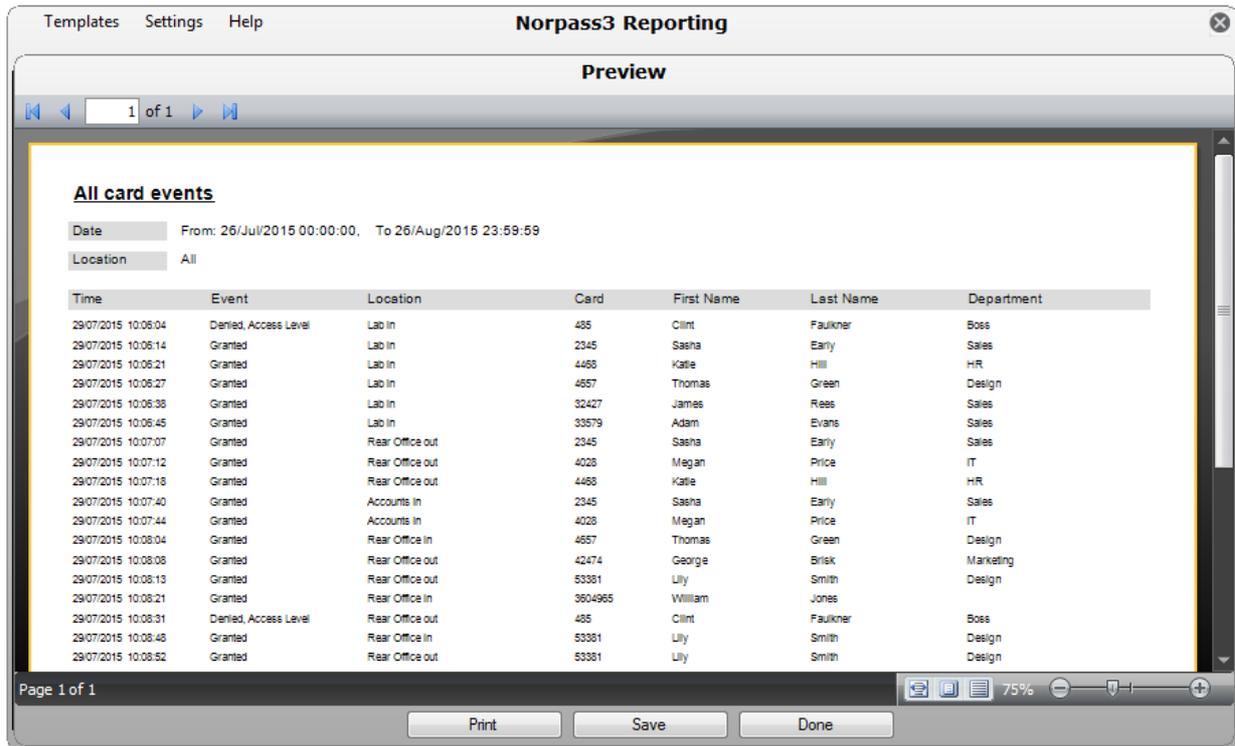
If you want events at all reader locations to be listed, select 'ALL' from the left-hand drop-down list on the 'Location' row.

If you want to restrict the report to certain reader locations, click the browse (...) button to view the reader locations:



Tick the boxes of the required locations and click 'Done'

Once all filters have been set, click the 'Preview' button. The report will appear similar to:



The screenshot shows the 'Norpass3 Reporting' application window. At the top, there are menu options: 'Templates', 'Settings', and 'Help'. The main title is 'Norpass3 Reporting'. Below the title bar is a 'Preview' section with a navigation bar showing '1 of 1' pages. The report content is titled 'All card events' and includes a date range filter: 'From: 26/Jul/2015 00:00:00, To 26/Aug/2015 23:59:59' and a location filter: 'All'. The data is presented in a table with the following columns: Time, Event, Location, Card, First Name, Last Name, and Department.

Time	Event	Location	Card	First Name	Last Name	Department
29/07/2015 10:06:04	Denied, Access Level	Lab In	485	Clint	Faulkner	Boss
29/07/2015 10:06:14	Granted	Lab In	2345	Sasha	Early	Sales
29/07/2015 10:06:21	Granted	Lab In	4468	Katie	Hill	HR
29/07/2015 10:06:27	Granted	Lab In	4657	Thomas	Green	Design
29/07/2015 10:06:38	Granted	Lab In	32427	James	Reas	Sales
29/07/2015 10:06:45	Granted	Lab In	33579	Adam	Evans	Sales
29/07/2015 10:07:07	Granted	Rear Office out	2345	Sasha	Early	Sales
29/07/2015 10:07:12	Granted	Rear Office out	4028	Megan	Price	IT
29/07/2015 10:07:18	Granted	Rear Office out	4468	Katie	Hill	HR
29/07/2015 10:07:40	Granted	Accounts In	2345	Sasha	Early	Sales
29/07/2015 10:07:44	Granted	Accounts In	4028	Megan	Price	IT
29/07/2015 10:08:04	Granted	Rear Office In	4657	Thomas	Green	Design
29/07/2015 10:08:08	Granted	Rear Office out	42474	George	Brisk	Marketing
29/07/2015 10:08:13	Granted	Rear Office out	53381	Lily	Smith	Design
29/07/2015 10:08:21	Granted	Rear Office In	3604965	William	Jones	
29/07/2015 10:08:31	Denied, Access Level	Rear Office out	485	Clint	Faulkner	Boss
29/07/2015 10:08:48	Granted	Rear Office In	53381	Lily	Smith	Design
29/07/2015 10:08:52	Granted	Rear Office out	53381	Lily	Smith	Design

At the bottom of the window, there are buttons for 'Print', 'Save', and 'Done'. A status bar at the bottom right shows 'Page 1 of 1', a magnification slider set to 75%, and other navigation icons.

Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

All Cards by Expiry Date

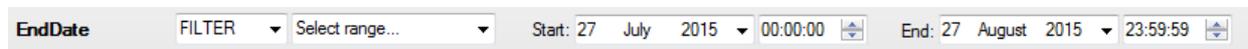
This report provides a list of all cards by expiry date. For each card it will show:

- Card number
- First name
- Last name
- Department
- Start Date
- Expiry date
- Last Location

The results will be ordered by card number.

To generate the report preview, select 'All cards by expiry date' from the list and click the 'Preview' button. You are now given the option to apply a time period filter for the expiry time.

Filter Selection



If you don't wish to apply a time period filter, select 'ALL' from the left-hand drop-down list on the 'EndDate' row.

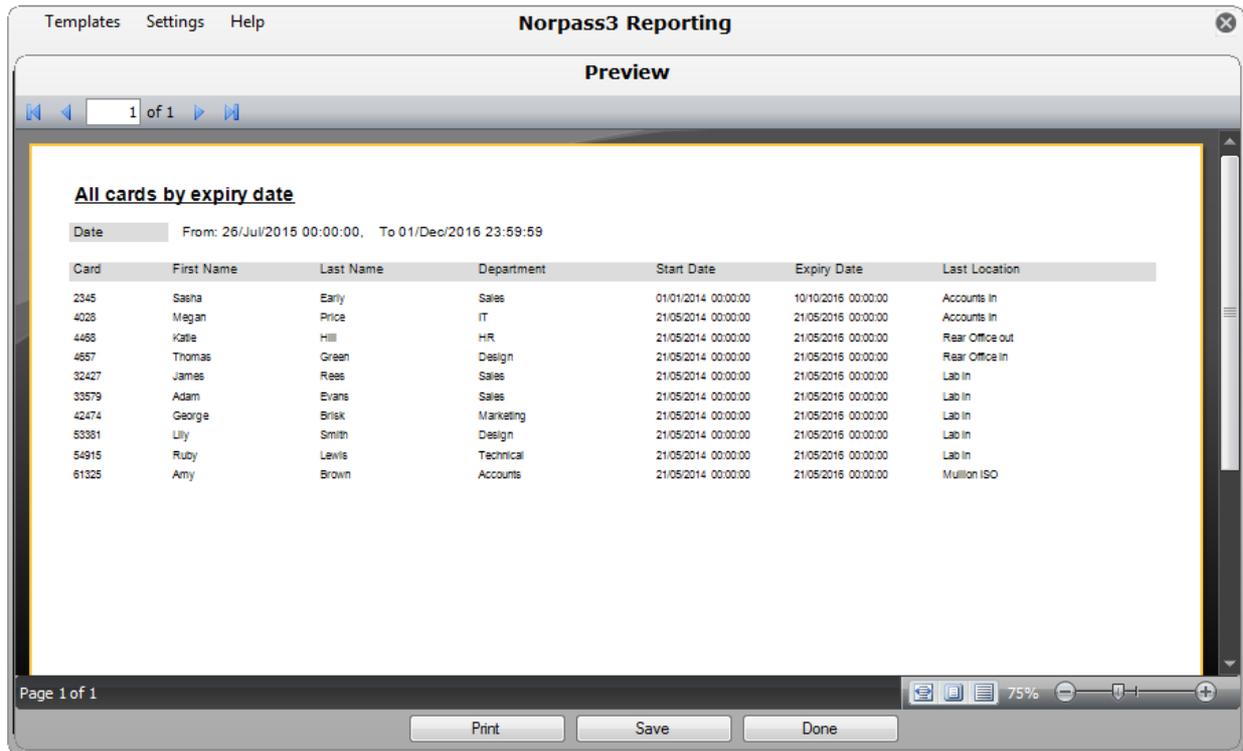
If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list on the row:

Select Range - use the 'Start' date and time boxes and the 'End' date and time boxes to set the time period.

Month Commencing/Week Commencing - use the 'Start' date box to set the commencement date.

Last Month/Last Week/This Week/Yesterday/Today - times and dates are automatically set.

Once the filter has been set, click the 'Preview' button. The report will appear similar to:



Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

All Events

This report provides a list of all events. It can be filtered by date and location. For each event it will show:

- Date and time of the event
- Type of event
- Location of the reader that the event took place at
- Card number
- Name of user

The results will be ordered by event date and time.

To generate the report preview, select 'All events' from the list and click the 'Preview' button. You are now given the option to apply filters.

Filter Selection



If you don't wish to apply a time period filter, select 'ALL' from the left-hand drop-down list on the 'EventDate' row.

If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list on the row:

Select Range - use the 'Start' date and time boxes and the 'End' date and time boxes to set the time period.

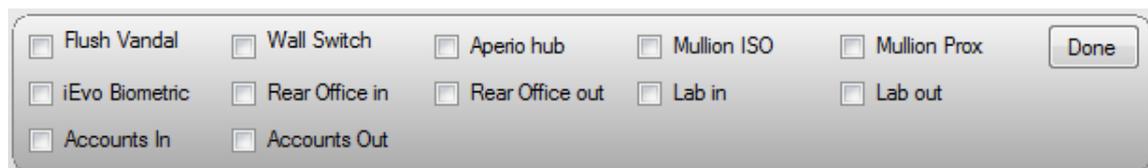
Month Commencing/Week Commencing - use the 'Start' date box to set the commencement date.

Last Month/Last Week/This Week/Yesterday/Today - times and dates are automatically set.



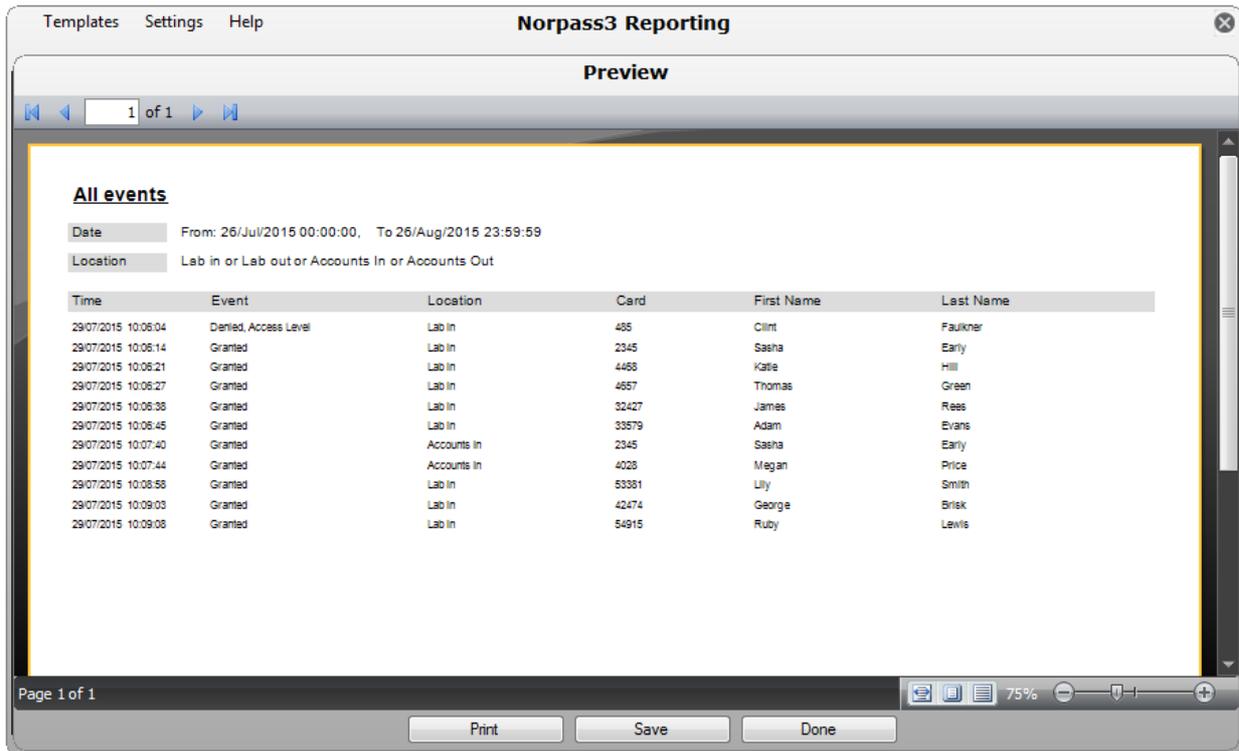
If you want events at all reader locations to be listed, select 'ALL' from the left-hand drop-down list on the 'Location' row.

If you want to restrict the report to certain reader locations, click the browse (...) button to view the reader locations:



Tick the boxes of the required locations and click 'Done'

Once all filters have been set, click the 'Preview' button. The report will appear similar to:



All events

Date From: 26/Jul/2015 00:00:00, To 26/Aug/2015 23:59:59

Location Lab in or Lab out or Accounts In or Accounts Out

Time	Event	Location	Card	First Name	Last Name
29/07/2015 10:06:04	Denied, Access Level	Lab in	485	Clint	Faulkner
29/07/2015 10:06:14	Granted	Lab in	2345	Sasha	Early
29/07/2015 10:06:21	Granted	Lab in	4468	Katie	Hill
29/07/2015 10:06:27	Granted	Lab in	4657	Thomas	Green
29/07/2015 10:06:38	Granted	Lab in	32427	James	Rees
29/07/2015 10:06:45	Granted	Lab in	33579	Adam	Evans
29/07/2015 10:07:40	Granted	Accounts in	2345	Sasha	Early
29/07/2015 10:07:44	Granted	Accounts in	4028	Megan	Price
29/07/2015 10:08:58	Granted	Lab in	53381	Lily	Smith
29/07/2015 10:09:03	Granted	Lab in	42474	George	Brisk
29/07/2015 10:09:08	Granted	Lab in	54915	Ruby	Lewis

Page 1 of 1

Print Save Done

75%

Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

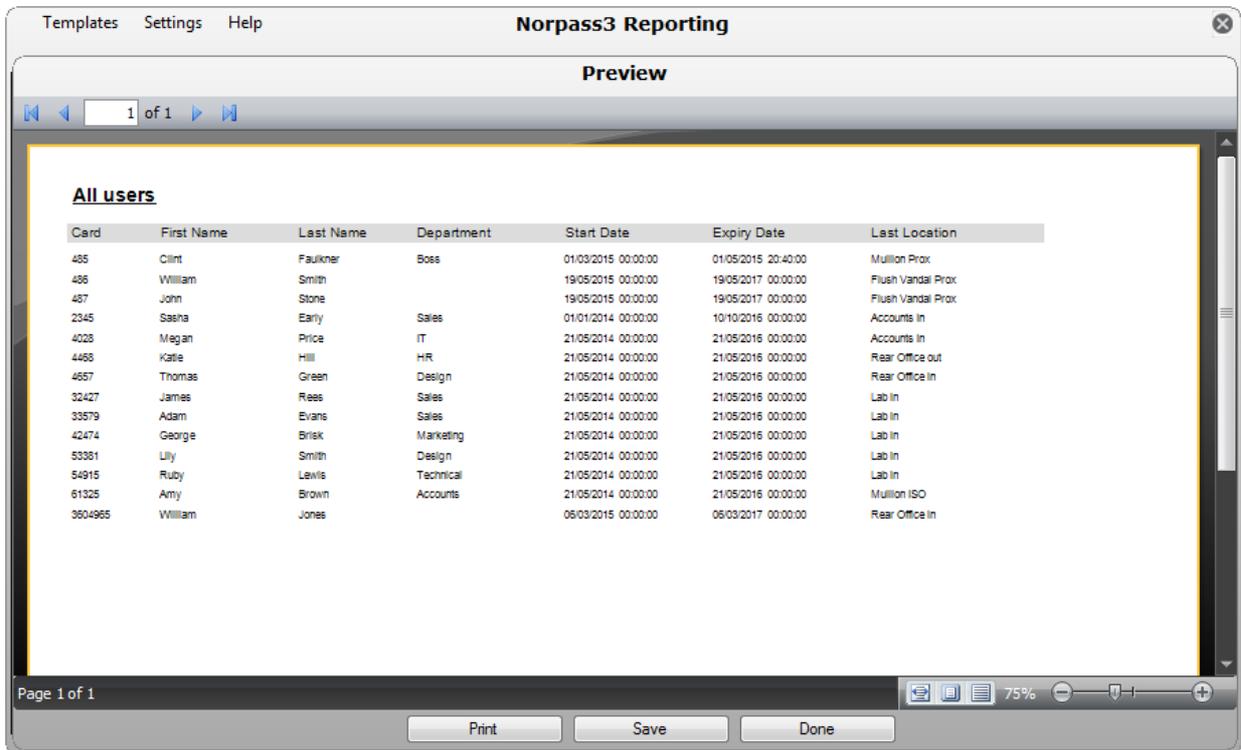
All Users

This report provides a list of all users.

- Card number
- First name
- Last name
- Department
- Valid from date
- Expiry date
- Last user Location

The results will be ordered by card number.

To generate the report preview, simply select 'All users' from the list and click the 'Preview' button. The display will look similar to:



Card	First Name	Last Name	Department	Start Date	Expiry Date	Last Location
465	Clint	Faulkner	Boss	01/03/2015 00:00:00	01/05/2015 20:40:00	Mullion Prox
466	William	Smith		19/05/2015 00:00:00	19/05/2017 00:00:00	Flush Vandal Prox
467	John	Stone		19/05/2015 00:00:00	19/05/2017 00:00:00	Flush Vandal Prox
2345	Sasha	Early	Sales	01/01/2014 00:00:00	10/10/2016 00:00:00	Accounts In
4028	Megan	Price	IT	21/05/2014 00:00:00	21/05/2016 00:00:00	Accounts In
4468	Katie	Hill	HR	21/05/2014 00:00:00	21/05/2016 00:00:00	Rear Office out
4657	Thomas	Green	Design	21/05/2014 00:00:00	21/05/2016 00:00:00	Rear Office In
32427	James	Reas	Sales	21/05/2014 00:00:00	21/05/2016 00:00:00	Lab In
33579	Adam	Evans	Sales	21/05/2014 00:00:00	21/05/2016 00:00:00	Lab In
42474	George	Briek	Marketing	21/05/2014 00:00:00	21/05/2016 00:00:00	Lab In
53381	Lily	Smith	Design	21/05/2014 00:00:00	21/05/2016 00:00:00	Lab In
54915	Ruby	Lewis	Technical	21/05/2014 00:00:00	21/05/2016 00:00:00	Lab In
61325	Amy	Brown	Accounts	21/05/2014 00:00:00	21/05/2016 00:00:00	Mullion ISO
3604965	William	Jones		06/03/2015 00:00:00	06/03/2017 00:00:00	Rear Office In

Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

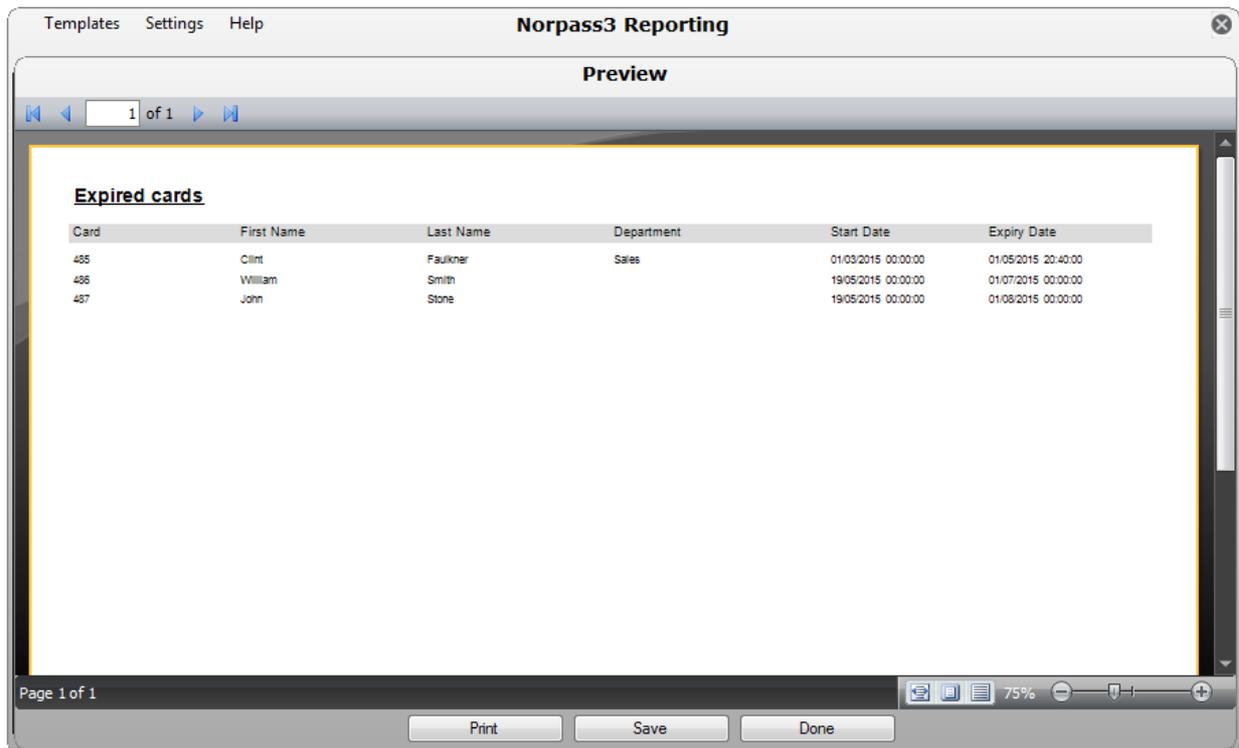
Expired Cards

This report provides a list of all expired cards on the system. For each card it will show:

- Card number
- User first and last name
- Department
- Card start date
- Card expiry date

The results will be ordered by card number.

To generate the report preview, simply select 'Expired Cards' from the list and click the 'Preview' button. The display will look similar to:



Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

First And Last Use

This report determines the first and the most recent time that a card has been used. It can be filtered by event date and time, and by card number. Each item will show:

- Card number
- First name
- Last name
- Department
- First Used
- Last Used

The results will be ordered by card number. If the card was only used once within the specified period, then the 'First Use' and 'Last Used' dates and times are the same.

To generate the report preview, select 'First and last use' from the list and click the 'Preview' button. You are now given the option to apply a time period filter and a card filter.

Filter Selection



If you don't wish to apply a time period filter, select 'ALL' from the left-hand drop-down list on the 'EventDate' row.

If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list on the row:

Select Range - use the 'Start' date and time boxes and the 'End' date and time boxes to set the time period.

Month Commencing/Week Commencing - use the 'Start' date box to set the commencement date.

Last Month/Last Week/This Week/Yesterday/Today - times and dates are automatically set.

If you wish to limit the search to certain card numbers, then select 'FILTER' from the left-hand drop-down list on the 'Card' row. You are presented with four boxes:



To the left of each box is a drop-down list for '=' (equal to), '<' (less than), '>' (more than) or 'RANGE'.

If you wish to search within a range of card numbers, select 'RANGE' from the left hand drop-down list.

The remaining boxes are replaced by:



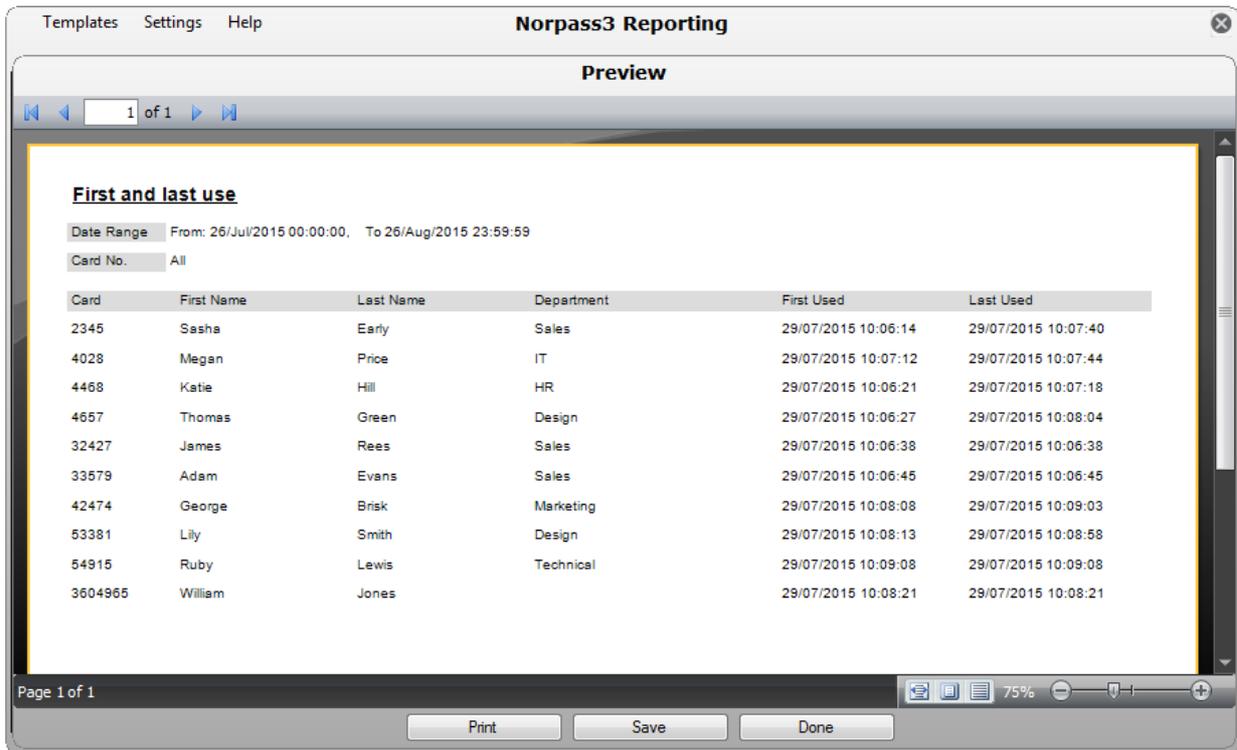
Enter the first card number in the 'From' box and the last card number in the 'To' box.

If you wish to identify individual card numbers, select '=' from the left-hand drop-down list and enter the card number in the box. You can add 3 further card numbers using the other three boxes in the same way.

If you wish to search all card numbers below a certain card number select '<' from the drop-down list and enter the card number in the box.

If you wish to search all card numbers above a certain card number select '>' from the drop-down list and enter the card number in the box.

Once all filters have been set, click the 'Preview' button. The report will appear similar to:



Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

Inactive Cards

This report provides a list of cards that have not been used since a given date. It can be filtered by date and time. Each item will show:

- Card number
- First name
- Last name
- Department
- Last Used

The results will be ordered by event time and date.

To generate the report preview, select 'Inactive card' from the list and click the 'Preview' button. You are now given the option to apply a time period filter.

Filter Selection



The image shows a UI element for filter selection. It consists of a light gray rectangular box. On the left side of the box, the text 'LocTime' is displayed in a bold, black font. To the right of 'LocTime' is a dropdown menu with the word 'FILTER' and a downward-pointing arrow. Further to the right is another dropdown menu with the text 'Select range...' and a downward-pointing arrow.

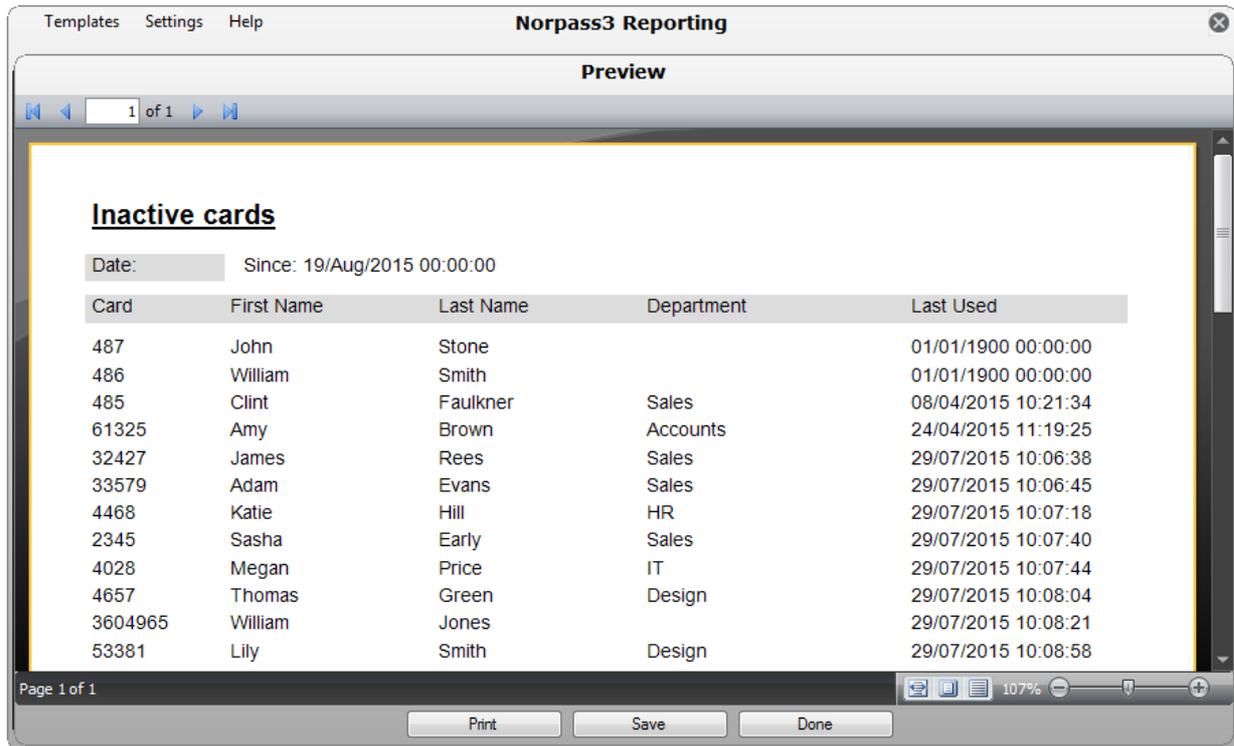
If you don't wish to apply a filter and apply the search to the whole events database, select 'ALL' from the left-hand drop-down list and click the 'OK' button.

If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list:

Since - use the 'Start' date and time box to set a particular time period.

/Last week/Last 2 weeks/Last 3 weeks/Last month/Last 2 months/Last 3 months - times and dates are automatically set.

The report appears similar to this:



Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

Last Known Position

This report lists the last known position of selected cards. It can be filtered by card number, and by user first and last name. Each item will show:

- Card number
- First name
- Last name
- Department
- Time
- Location

To generate the report preview, select 'Last known Position' from the 'Available the list and click the 'Preview' button. You are now given the option to apply filters.

Filter Selection

Card

If you wish to limit the search to certain card numbers, then select 'FILTER' from the left-hand drop-down list. You are presented with four boxes:

or or or

To the left of each box is a drop-down list for '=' (equal to), '<' (less than), '>' (more than) or 'RANGE'. If you wish to search within a range of card numbers, select 'RANGE' from the left hand drop-down list. The remaining boxes are replaced by:

From: To:

Enter the first card number in the 'From' box and the last card number in the 'To' box.

If you wish to identify individual card numbers, select '=' from the left-hand drop-down list and enter the card number in the box. You can add 3 further card numbers using the other three boxes in the same way.

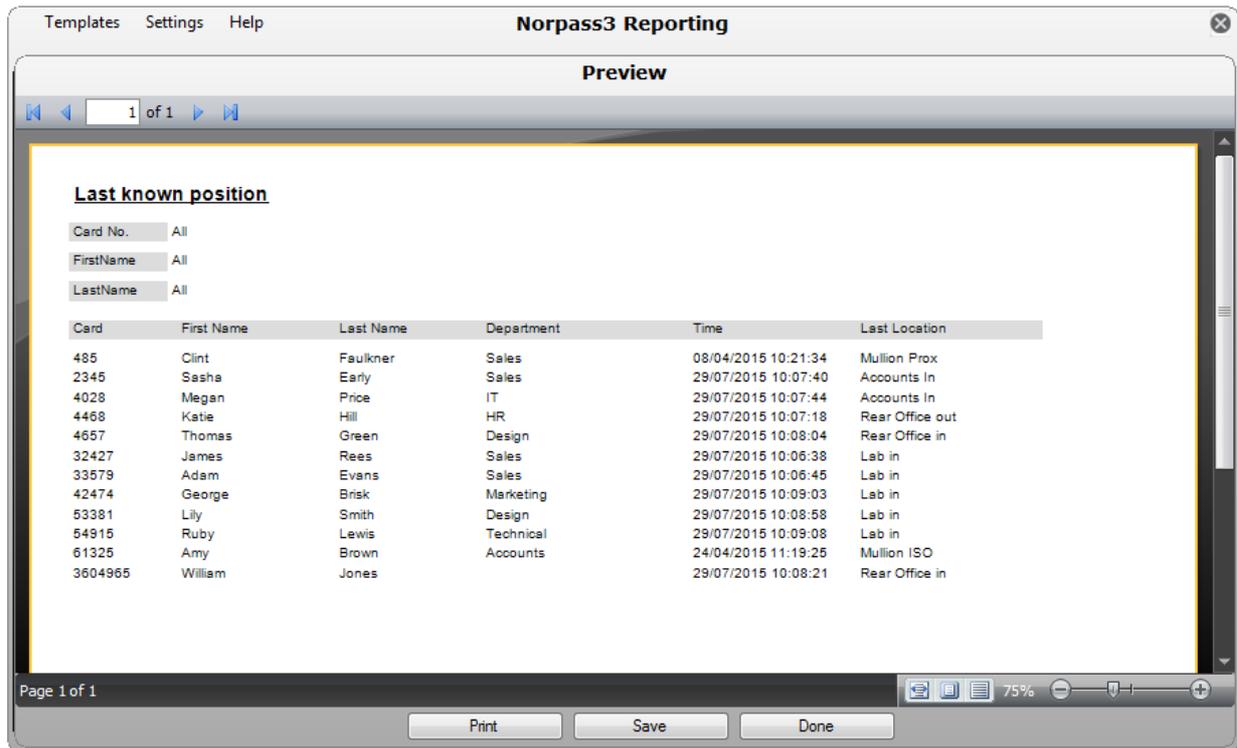
If you wish to search all card numbers below a certain card number select '<' from the drop-down list and enter the card number in the box.

If you wish to search all card numbers above a certain card number select '>' from the drop-down list and enter the card number in the box.

If you wish to search on first or last names, you can add a name or part of a name in one or more of the filter boxes so that all names that match any of the boxes will be listed.

FirstName or

Once all filters have been set, click the 'Preview' button. The report will appear similar to:



Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

Online Offline Events

This report provides list of online and offline events. It can be filtered by date. For each event it will show: the event date and time, event type, and the location. The results will be ordered by event date and time.

- Event date and time
- Event type
- Location

To generate the report preview, select 'Online offline events' from the list and click the 'Preview' button. You are now given the option to apply a time period filter.

Filter Selection

EventDate Select range...

If you don't wish to apply a time period filter, select 'ALL' from the left-hand drop-down list on the 'EventDate' row.

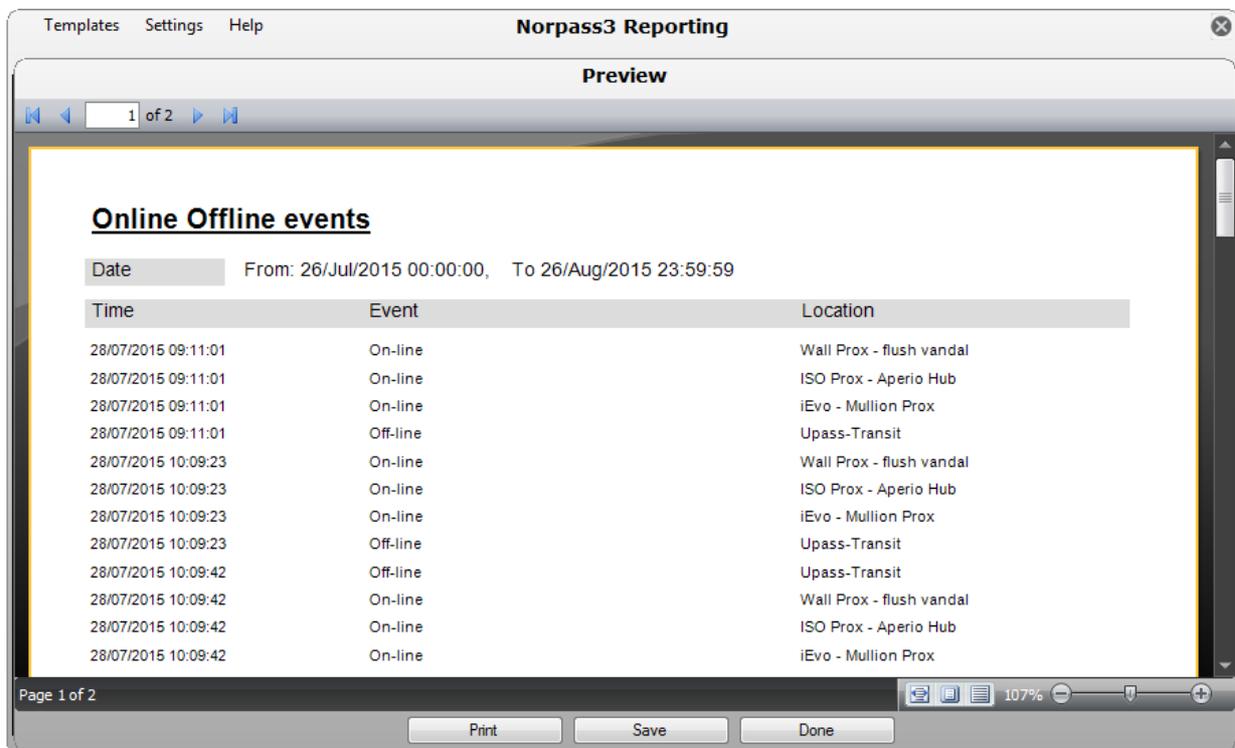
If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list on the row:

Select Range - use the 'Start' date and time boxes and the 'End' date and time boxes to set the time period.

Month Commencing/Week Commencing - use the 'Start' date box to set the commencement date.

Last Month/Last Week/This Week/Yesterday/Today - times and dates are automatically set.

Once the filter has been set, click the 'Preview' button. The report will appear similar to:



Templates Settings Help **Norpass3 Reporting**

Preview

1 of 2

Online Offline events

Date From: 26/Jul/2015 00:00:00, To 26/Aug/2015 23:59:59

Time	Event	Location
28/07/2015 09:11:01	On-line	Wall Prox - flush vandal
28/07/2015 09:11:01	On-line	ISO Prox - Aperio Hub
28/07/2015 09:11:01	On-line	iEvo - Mullion Prox
28/07/2015 09:11:01	Off-line	Upass-Transit
28/07/2015 10:09:23	On-line	Wall Prox - flush vandal
28/07/2015 10:09:23	On-line	ISO Prox - Aperio Hub
28/07/2015 10:09:23	On-line	iEvo - Mullion Prox
28/07/2015 10:09:23	Off-line	Upass-Transit
28/07/2015 10:09:42	Off-line	Upass-Transit
28/07/2015 10:09:42	On-line	Wall Prox - flush vandal
28/07/2015 10:09:42	On-line	ISO Prox - Aperio Hub
28/07/2015 10:09:42	On-line	iEvo - Mullion Prox

Page 1 of 2

Print Save Done

Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

Specific User Events

This report provides a list of user events. It can be filtered by event date, location, card number, user first or last name. Each event will show:

- Card number
- Event date and time
- Event type
- User first and last name
- Department
- Location

The results will be ordered by card number and event date/time.

To generate the report preview, select 'Specific user events' from the list and click the 'Preview' button. You are now given the option to apply filters.

Filter Selection

EventDate FILTER Select range...

If you don't wish to apply a time period filter, select 'ALL' from the left-hand drop-down list on the 'EventDate' row.

If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list on the row:

Select Range - use the 'Start' date and time boxes and the 'End' date and time boxes to set the time period.

Month Commencing/Week Commencing - use the 'Start' date box to set the commencement date.

Last Month/Last Week/This Week/Yesterday/Today - times and dates are automatically set.

Location FILTER ...

If you want events at all reader locations to be listed, select 'ALL' from the left-hand drop-down list on the 'Location' row.

If you want to restrict the report to certain reader locations, click the browse (...) button to view the reader locations:

Flush Vandal
 Wall Switch
 Aperio hub
 Mullion ISO
 Mullion Prox
 Done

iEvo Biometric
 Rear Office in
 Rear Office out
 Lab in
 Lab out

Accounts In
 Accounts Out

tick the boxes of the required locations and click 'Done'

Card ALL Unfiltered

If you wish to limit the search to certain card numbers, then select 'FILTER' from the left-hand drop-down list. You are presented with four boxes:

FILTER ▼ ▼ or ▼ or ▼ or ▼

To the left of each box is a drop-down list for '=' (equal to), '<' (less than), '>' (more than) or 'RANGE'. If you wish to search within a range of card numbers, select 'RANGE' from the left hand drop-down list. The remaining boxes are replaced by:

From: To:

Enter the first card number in the 'From' box and the last card number in the 'To' box.

If you wish to identify individual card numbers, select '=' from the left-hand drop-down list and enter the card number in the box. You can add 3 further card numbers using the other three boxes in the same way.

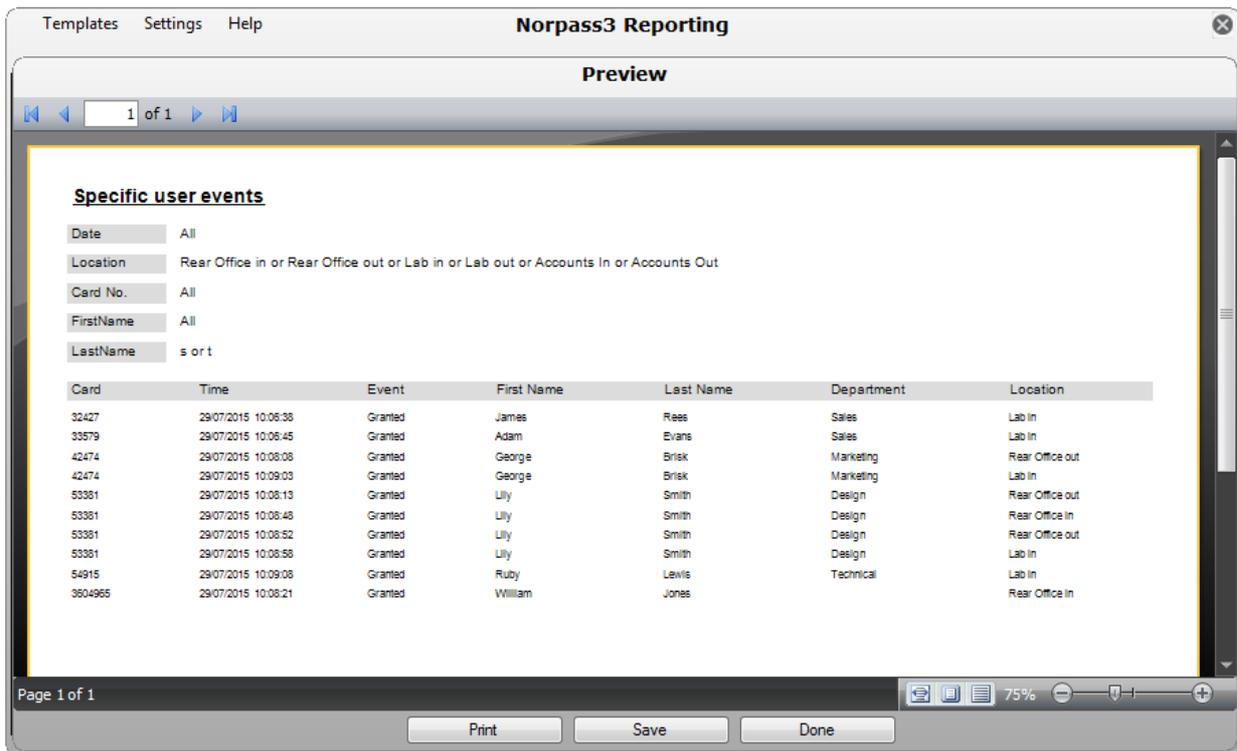
If you wish to search all card numbers below a certain card number select '<' from the drop-down list and enter the card number in the box.

If you wish to search all card numbers above a certain card number select '>' from the drop-down list and enter the card number in the box.

If you wish to search on first or last names, you can add a name or part of a name in one or more of the filter boxes so that all names that match any of the boxes will be listed.

First Name FILTER or

Once all filters have been set, click the 'Preview' button. The report will appear similar to:



Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

System Events

This report provides a list of all system related events. It can be filtered by date. For each event it will show:

- Event time and date
- Event type
- User
- Location

The results will be ordered by event date and time.

To generate the report preview, select 'System events' from the list and click the 'Preview' button. You are now given the option to apply a date filter.

Filter Selection



If you don't wish to apply a time period filter, select 'ALL' from the left-hand drop-down list on the 'EventDate' row.

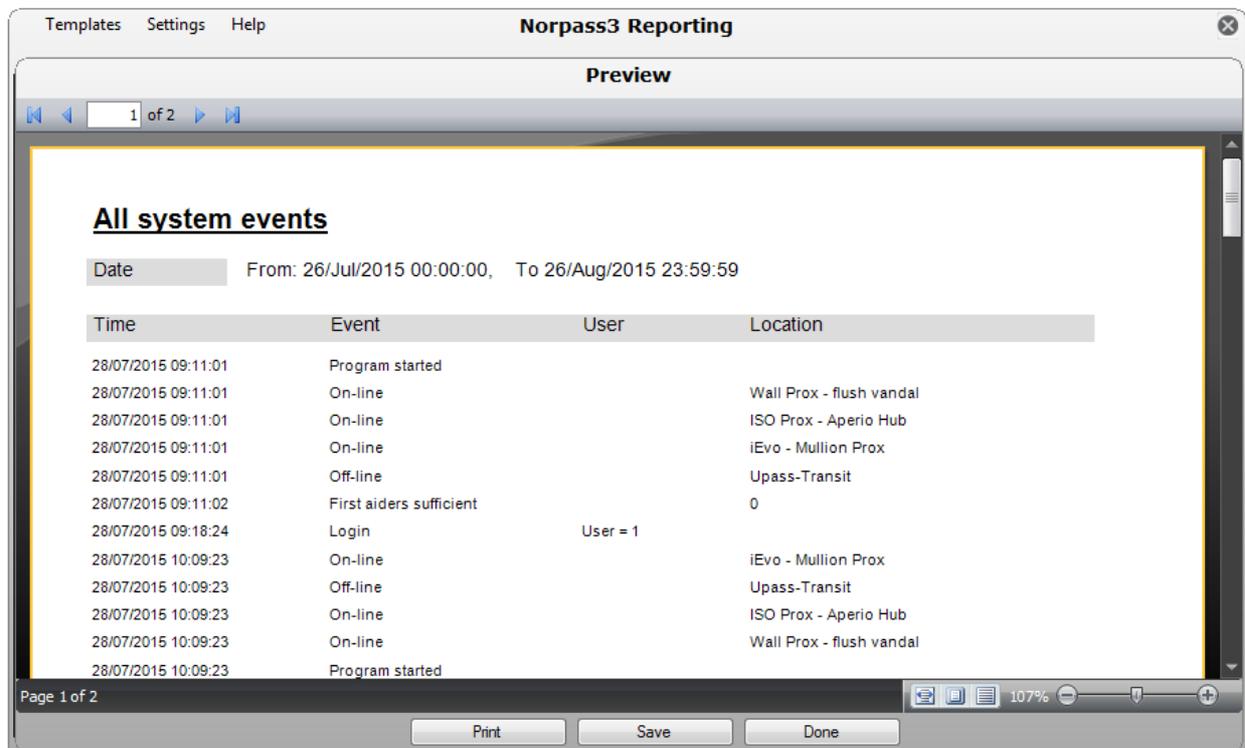
If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list on the row:

Select Range - use the 'Start' date and time boxes and the 'End' date and time boxes to set the time period.

Month Commencing/Week Commencing - use the 'Start' date box to set the commencement date.

Last Month/Last Week/This Week/Yesterday/Today - times and dates are automatically set.

Once the filter has been set, click the 'Preview' button. The report will appear similar to:



Time	Event	User	Location
28/07/2015 09:11:01	Program started		
28/07/2015 09:11:01	On-line		Wall Prox - flush vandal
28/07/2015 09:11:01	On-line		ISO Prox - Aperio Hub
28/07/2015 09:11:01	On-line		iEvo - Mullion Prox
28/07/2015 09:11:01	Off-line		Upass-Transit
28/07/2015 09:11:02	First aiders sufficient		0
28/07/2015 09:18:24	Login	User = 1	
28/07/2015 10:09:23	On-line		iEvo - Mullion Prox
28/07/2015 10:09:23	Off-line		Upass-Transit
28/07/2015 10:09:23	On-line		ISO Prox - Aperio Hub
28/07/2015 10:09:23	On-line		Wall Prox - flush vandal
28/07/2015 10:09:23	Program started		

Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

T&A Event Log

This report provides a list of Time and attendance log. It can be filtered by date, reader location, user card, and user first and last name. For each event it will show:

- Card number
- Event time and date
- Event type
- User first and last names
- Department
- Location.

The results will be ordered by card and event date and time.

To generate the report preview, select 'T&A Event Log' from the list and click the 'Preview' button. You are now given the option to apply filters.

Filter Selection



If you don't wish to apply a time period filter, select 'ALL' from the left-hand drop-down list on the 'EventDate' row.

If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list on the row:

Select Range - use the 'Start' date and time boxes and the 'End' date and time boxes to set the time period.

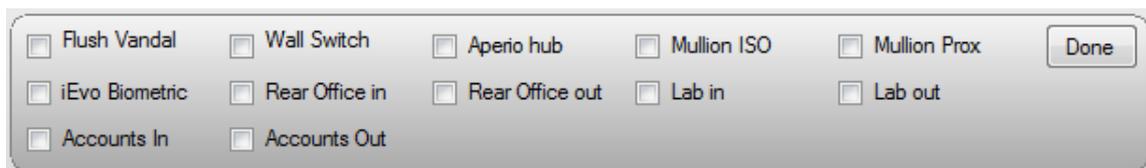
Month Commencing/Week Commencing - use the 'Start' date box to set the commencement date.

Last Month/Last Week/This Week/Yesterday/Today - times and dates are automatically set.



If you want events at all reader locations to be listed, select 'ALL' from the left-hand drop-down list on the 'Location' row.

If you want to restrict the report to certain reader locations, click the browse (...) button to view the reader locations:



tick the boxes of the required locations and click 'Done'

Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.

 When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the

report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

Card Unfiltered

If you wish to limit the search to certain card numbers, then select 'FILTER' from the left-hand drop-down list. You are presented with four boxes:

or or or

To the left of each box is a drop-down list for '=' (equal to), '<' (less than), '>' (more than) or 'RANGE'. If you wish to search within a range of card numbers, select 'RANGE' from the left hand drop-down list. The remaining boxes are replaced by:

From: To:

Enter the first card number in the 'From' box and the last card number in the 'To' box.

If you wish to identify individual card numbers, select '=' from the left-hand drop-down list and enter the card number in the box. You can add 3 further card numbers using the other three boxes in the same way.

If you wish to search all card numbers below a certain card number select '<' from the drop-down list and enter the card number in the box.

If you wish to search all card numbers above a certain card number select '>' from the drop-down list and enter the card number in the box.

If you wish to search on first or last names, you can add a name or part of a name in one or more of the filter boxes so that all names that match any of the boxes will be listed.

First Name or

Once all filters have been set, click the 'Preview' button. The report will appear similar to:

Templates Settings Help **Norpass3 Reporting**

Preview

1 of 1

T&A Event Log

Date From: 26/Jul/2015 00:00:00, To 26/Aug/2015 23:59:59

Location Rear Office in or Rear Office out

Card No. All

FirstName All

LastName All

Card	Time	Event	First Name	Last Name	Department	Location
2345	29/07/2015 10:07:07	Granted	Sasha	Early	Sales	Rear Office out
4028	29/07/2015 10:07:12	Granted	Megan	Price	IT	Rear Office out
4468	29/07/2015 10:07:18	Granted	Katie	Hill	HR	Rear Office out
4687	29/07/2015 10:08:04	Granted	Thomas	Green	Design	Rear Office in
42474	29/07/2015 10:08:08	Granted	George	Brisk	Marketing	Rear Office out
53381	29/07/2015 10:08:13	Granted	Lily	Smith	Design	Rear Office out
53381	29/07/2015 10:08:48	Granted	Lily	Smith	Design	Rear Office in
53381	29/07/2015 10:08:52	Granted	Lily	Smith	Design	Rear Office out
3604965	29/07/2015 10:08:21	Granted	William	Jones		Rear Office in

Page 1 of 1

75%

Print Save Done

Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

T&A Log Specific User

This report provides a log for specific user who has entered specified areas. It can be filtered by event date/time, the area, and the card number. For each item it will show:

- Time the user entered the area
- Time the user left the area
- Time spent in the specified areas during each visit
- Area name

The results are ordered by the time the user entered the area.

To generate the report preview, select 'T&A log specific user' from the list and click the 'Preview' button. You are now given the option to apply filters.

Filter Selection



If you don't wish to apply a time period filter, select 'ALL' from the left-hand drop-down list on the 'EventDate' row.

If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list on the row:

Select Range - use the 'Start' date and time boxes and the 'End' date and time boxes to set the time period.

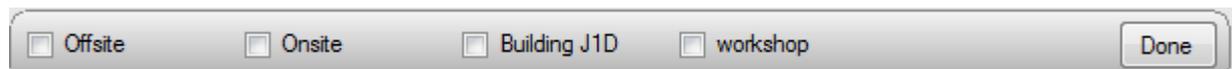
Month Commencing/Week Commencing - use the 'Start' date box to set the commencement date.

Last Month/Last Week/This Week/Yesterday/Today - times and dates are automatically set.



If you want events at all areas to be listed, select 'ALL' from the left-hand drop-down list on the 'Area' row.

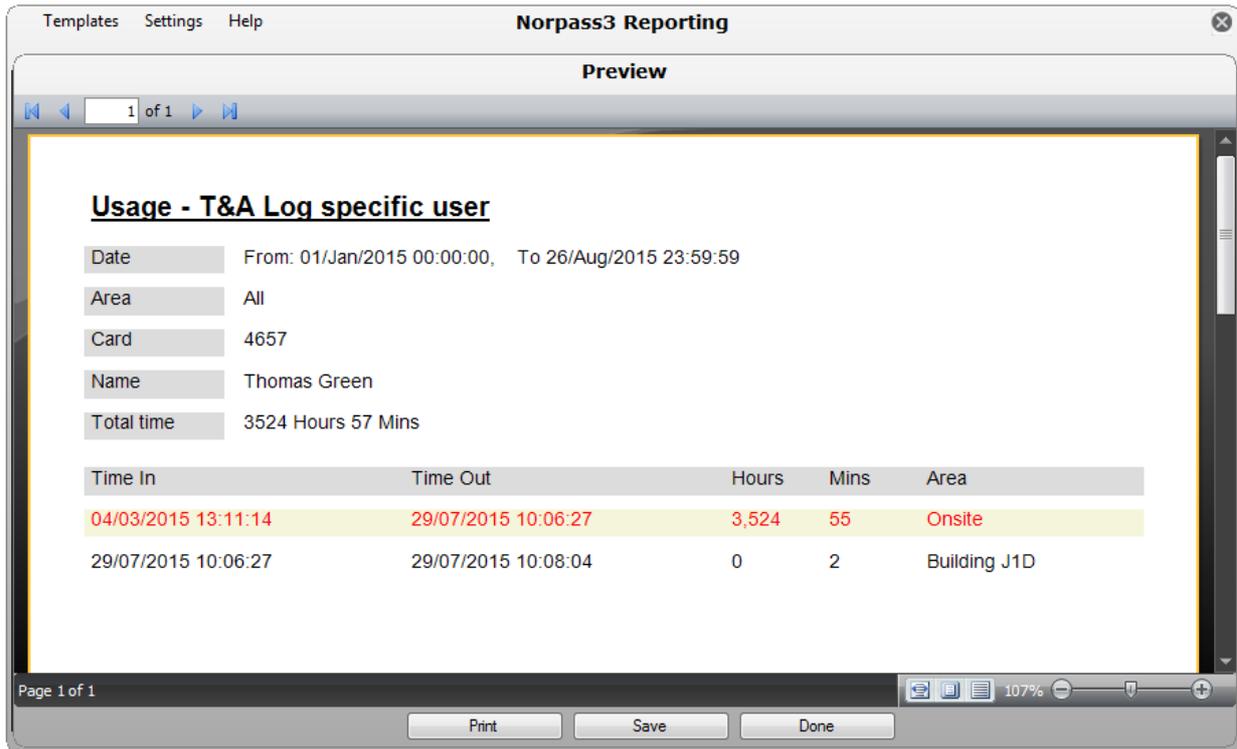
If you want to restrict the report to certain areas, click the browse (....) button to view the areas:



tick the boxes of the required areas and click 'Done'



You must enter a valid card number on the system to generate a report:



Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

T&A Single Interval

This report provides a list of all users who have entered specified areas. It can be filtered by event date/time, the length of time spent in the area in one interval, the area, the card number, and the user first and last name. For each item it will show:

- Card number
- User first and last names
- Department
- Time spent in the specified areas during each visit
- Time the user entered the area
- Time the user left the area
- Area name

The results are ordered by the card number and total duration.

To generate the report preview, select 'T&A single interval' from the list and click the 'Preview' button. You are now given the option to apply filters.

Filter Selection



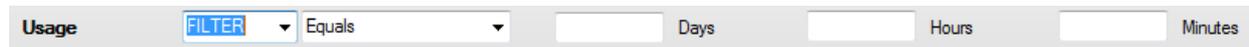
If you don't wish to apply a time period filter, select 'ALL' from the left-hand drop-down list on the 'EventDate' row.

If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list on the row:

Select Range - use the 'Start' date and time boxes and the 'End' date and time boxes to set the time period.

Month Commencing/Week Commencing - use the 'Start' date box to set the commencement date.

Last Month/Last Week/This Week/Yesterday/Today - times and dates are automatically set.



If you don't wish to apply a usage filter, select 'ALL' from the left-hand drop-down list on the 'Usage' row.

If you do wish to filter the report using usage (time spent in the area) limits, you have the following options from the next drop-down list on the row:

Equals - set a number of days, hours and minutes

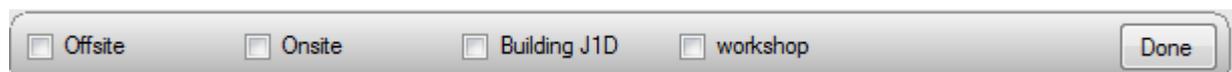
Less than - set a number of days, hours and minutes

Greater than - set a number of days, hours and minutes



If you want events at all areas to be listed, select 'ALL' from the left-hand drop-down list on the 'Area' row.

If you want to restrict the report to certain areas, click the browse (...) button to view the areas:



tick the boxes of the required areas and click 'Done'

Card Unfiltered

If you wish to limit the search to certain card numbers, then select 'FILTER' from the left-hand drop-down list. You are presented with four boxes:

or or or

To the left of each box is a drop-down list for '=' (equal to), '<' (less than), '>' (more than) or 'RANGE'. If you wish to search within a range of card numbers, select 'RANGE' from the left hand drop-down list. The remaining boxes are replaced by:

From: To:

Enter the first card number in the 'From' box and the last card number in the 'To' box.

If you wish to identify individual card numbers, select '=' from the left-hand drop-down list and enter the card number in the box. You can add 3 further card numbers using the other three boxes in the same way.

If you wish to search all card numbers below a certain card number select '<' from the drop-down list and enter the card number in the box.

If you wish to search all card numbers above a certain card number select '>' from the drop-down list and enter the card number in the box.

If you wish to search on first or last names, you can add a name or part of a name in one or more of the filter boxes so that all names that match any of the boxes will be listed.

First Name or

Once all filters have been set, click the 'Preview' button. The report will appear similar to:

The screenshot shows a software window titled "Norpass3 Reporting" with a "Preview" tab. At the top, there are menu items: "Templates", "Settings", and "Help". Below the menu is a navigation bar with "1 of 1" and navigation arrows. The main content area displays a report titled "Usage - Single Interval" with the following filters:

- Date: From: 01/Feb/2015 00:00:00, To 27/Aug/2015 23:59:59
- Usage: Greater than 0 days, 1 hours, and 0 minutes
- Area: Onsite
- Card No.: All
- FirstName: All
- LastName: All

Below the filters is a table with the following columns: Card, First Name, Last Name, Department, Hours, Mins, Start Time, End Time, and Area. The table contains five rows of data:

Card	First Name	Last Name	Department	Hours	Mins	Start Time	End Time	Area
485	Clinton	Faulkner	Sales	835	59	04/03/2015 14:22:06	08/04/2015 10:21:34	Onsite
4468	Katie	Hill	HR	3,474	54	24/04/2015 11:19:22	29/07/2015 10:06:21	Onsite
4657	Thomas	Green	Design	3,524	55	04/03/2015 13:11:14	29/07/2015 10:06:27	Onsite
32427	James	Rees	Sales	3,524	37	24/04/2015 11:19:39	29/07/2015 10:06:38	Onsite
33579	Adam	Evans	Sales	3,500	5	24/04/2015 11:19:32	29/07/2015 10:06:45	Onsite

At the bottom of the window, there is a status bar with "Page 1 of 1", a magnification slider set to 75%, and three buttons: "Print", "Save", and "Done".

Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

T&A Total Duration

This report provides a list of all users who have spent a certain total amount of time in specified areas. It can be filtered by event date/time, area, the total time in the areas, card number, and the user first and last name. For each item it will show:

- Card number
- User first and last names
- Department
- Total time spent in the specified areas

The results are ordered by the card number and total duration.

To generate the report preview, select 'T&A total duration' from the list and click the 'Preview' button. You are now given the option to apply filters.

Filter Selection



The interface shows a label 'EventDate' followed by a dropdown menu with 'FILTER' selected and a 'Select range...' dropdown.

If you don't wish to apply a time period filter, select 'ALL' from the left-hand drop-down list on the 'EventDate' row.

If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list on the row:

Select Range - use the 'Start' date and time boxes and the 'End' date and time boxes to set the time period.

Month Commencing/Week Commencing - use the 'Start' date box to set the commencement date.

Last Month/Last Week/This Week/Yesterday/Today - times and dates are automatically set.



The interface shows a label 'Usage' followed by a dropdown menu with 'FILTER' selected, an 'Equals' dropdown, and three input boxes for 'Days', 'Hours', and 'Minutes'.

If you don't wish to apply a usage filter, select 'ALL' from the left-hand drop-down list on the 'Usage' row. If you do wish to filter the report using usage (total time spent in the area) limits, you have the following options from the next drop-down list on the row:

Equals - set a number of days, hours and minutes

Less than - set a number of days, hours and minutes

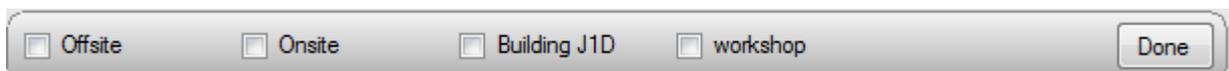
Greater than - set a number of days, hours and minutes



The interface shows a label 'Area' followed by a dropdown menu with 'FILTER' selected, an empty text input box, and a browse button with three dots.

If you want events at all areas to be listed, select 'ALL' from the left-hand drop-down list on the 'Area' row.

If you want to restrict the report to certain areas, click the browse (...) button to view the areas:



A row of checkboxes for 'Offsite', 'Onsite', 'Building J1D', and 'workshop', followed by a 'Done' button.

tick the boxes of the required areas and click 'Done'



The interface shows a label 'Card' followed by a dropdown menu with 'ALL' selected and the text 'Unfiltered'.

If you wish to limit the search to certain card numbers, then select 'FILTER' from the left-hand drop-down list. You are presented with four boxes:

To the left of each box is a drop-down list for '=' (equal to), '<' (less than), '>' (more than) or 'RANGE'. If you wish to search within a range of card numbers, select 'RANGE' from the left hand drop-down list. The remaining boxes are replaced by:

From: To:

Enter the first card number in the 'From' box and the last card number in the 'To' box.

If you wish to identify individual card numbers, select '=' from the left-hand drop-down list and enter the card number in the box. You can add 3 further card numbers using the other three boxes in the same way.

If you wish to search all card numbers below a certain card number select '<' from the drop-down list and enter the card number in the box.

If you wish to search all card numbers above a certain card number select '>' from the drop-down list and enter the card number in the box.

If you wish to search on first or last names, you can add a name or part of a name in one or more of the filter boxes so that all names that match any of the boxes will be listed.

First Name FILTER or

Once all filters have been set, click the 'Preview' button. The report will appear similar to:

Usage - Total Duration

Date From: 01/Jun/2015 00:00:00, To 30/Jun/2015 23:59:59

Usage Greater than 0 days, 5 hours, and 0 minutes

Area Onsite

Card No. All

FirstName All

LastName All

Card	First Name	Last Name	Department	Hours	Mins
10	James	Black	Sales	42	47
15	Peter	Rees	Finance	40	23
1234567890	Sarah	Smith	Sales & Marketing	38	22

Page 1 of 1

Print Save Done

Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

T&A Total Duration by Department

This report provides a list of all users who have spent a certain total amount of time in specified areas. It can be filtered by event date/time, area, and by department. For each item it will show:

- Department
- Card number
- User first and last names
- Total time spent in the specified areas

The results are ordered by the department, card number, and first/last name.

To generate the report preview, select 'T&A total duration by department' from the list and click the 'Preview' button. You are now given the option to apply filters.

Filter Selection



The image shows a filter selection interface for 'EventDate'. It includes a 'FILTER' button, a dropdown menu currently showing 'EventDate', and a 'Select range...' dropdown menu.

If you don't wish to apply a time period filter, select 'ALL' from the left-hand drop-down list on the 'EventDate' row.

If you do wish to select a time period for filtering the report, you have the following options from the next drop-down list on the row:

Select Range - use the 'Start' date and time boxes and the 'End' date and time boxes to set the time period.

Month Commencing/Week Commencing - use the 'Start' date box to set the commencement date.

Last Month/Last Week/This Week/Yesterday/Today - times and dates are automatically set.



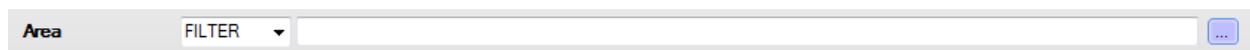
The image shows a filter selection interface for 'Usage'. It includes a 'FILTER' button, a dropdown menu currently showing 'Usage', and a series of input fields for 'Equals', 'Days', 'Hours', and 'Minutes'.

If you don't wish to apply a usage filter, select 'ALL' from the left-hand drop-down list on the 'Usage' row. If you do wish to filter the report using usage (total time spent in the area) limits, you have the following options from the next drop-down list on the row:

Equals - set a number of days, hours and minutes

Less than - set a number of days, hours and minutes

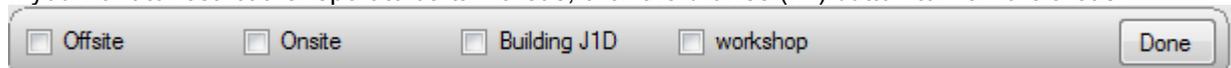
Greater than - set a number of days, hours and minutes



The image shows a filter selection interface for 'Area'. It includes a 'FILTER' button, a dropdown menu currently showing 'Area', and a search input field with a browse button (three dots).

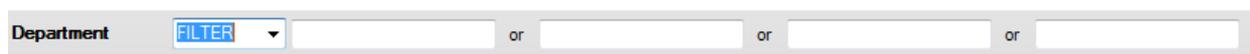
If you want events at all areas to be listed, select 'ALL' from the left-hand drop-down list on the 'Area' row.

If you want to restrict the report to certain areas, click the browse (...) button to view the areas:



The image shows a dialog box for selecting areas. It contains four checkboxes: 'Offsite', 'Onsite', 'Building J1D', and 'workshop'. There is a 'Done' button on the right.

tick the boxes of the required areas and click 'Done'

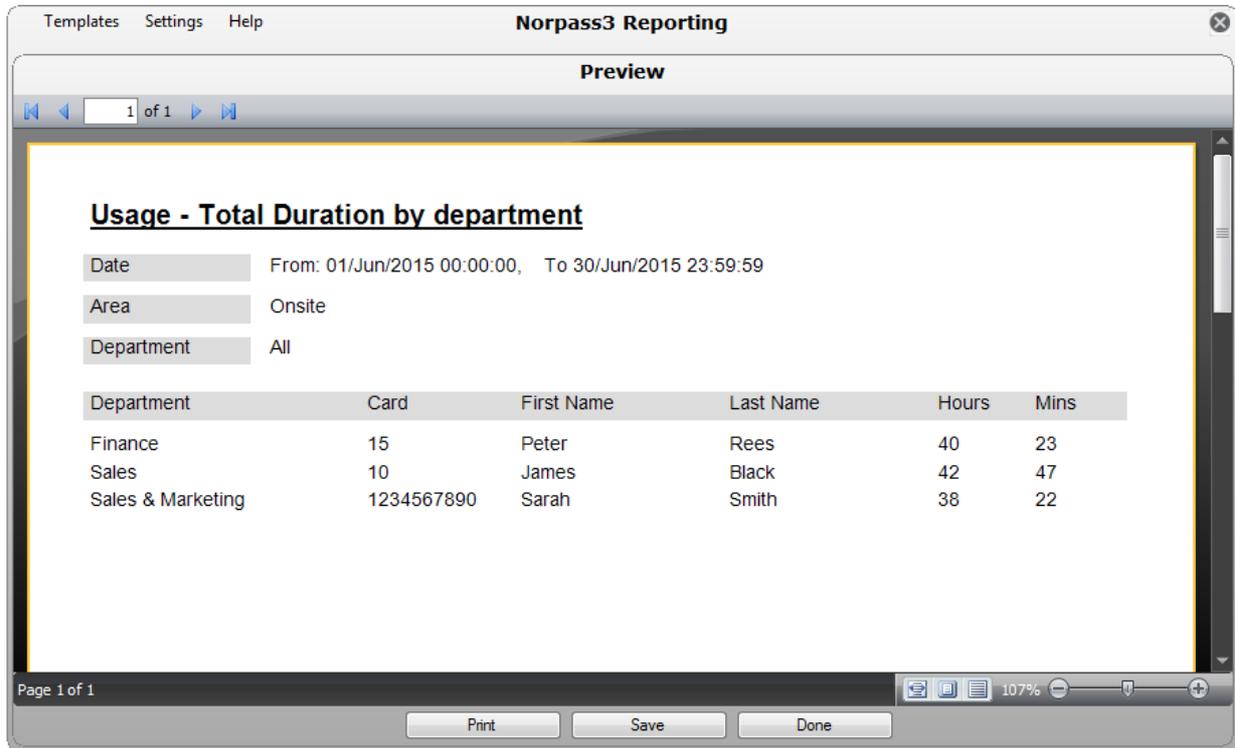


The image shows a filter selection interface for 'Department'. It includes a 'FILTER' button, a dropdown menu currently showing 'Department', and a series of input fields separated by 'or'.

If you want staff from all departments to be listed, select 'ALL' from the left-hand drop-down list on the 'Department' row.

If you want to restrict the report to certain departments, enter the first department in the left hand box and each subsequent department in the next boxes.

Once all filters have been set, click the 'Preview' button. The report will appear similar to:



Use the browse bar at the top of the window to move between the pages of the report or use the slider on the right-hand side of the window to scroll through the report.

On the bottom right of the window, you can control the magnification of the report within the window using either the slider or selection buttons.

If you wish, you can either print the report from this screen or save it to one of several formats including adobe pdf, Excel, PSV, XML and HTML.



When saving a report, if you save it to the 'Reports' folder in the Norpass3 Reporting directory, the report title will appear in the right-hand panel of the main screen. This makes it easy for the future management and viewing of reports.

Click 'Done' to close the report.

3 Template Management

Norpass3 Reporting comes with a standard set of report types based on templates. If you wish to add new report types, Nortech offers a service to design them for you and send you the template file.

To install the new template select 'Import' from the 'Templates' menu. The 'Browse for Folder' dialog box will open.



Browse to the folder that contains the new template file(s) and click 'OK'. Any template files found within the selected folder will be imported and will appear in the list.

If you wish to remove any report types from the list, choose 'Delete' from the 'Templates' menu. The 'Choose templates and Remove' dialog box will open.

Tick all of the report types that you don't require and click 'Delete'. The report types will disappear from the list.

- Access denied
- All card events
- All cards by expiry date
- All events
- All users
- Expired cards
- First and last use
- Inactive cards
- Last known position
- Online Offline events
- Specific user events
- System events
- T&A Event Log
- T&A Log specific user
- T&A Single interval
- T&A Total duration
- T&A Total duration by department

Cancel

Remove