



Attendance Reporting for First Access Advanced

OPERATOR GUIDE

August 2020

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Introduction

During normal operation, First Access Advanced systems collect data that can be later analyzed for the purpose of determining attendance as well as the amount of time present for a given period of time. The First Access Advanced Attendance Reporting software is a fully integrated companion program for use with the First Access Advanced Access Control Systems. The Attendance Reporting package produces reports based on 'Access Granted' records stored in the audit trails.

Zones which identify entry and exit points to a premises or facility area in conjunction with an operator specified date and time generate reports or importable files for use with other software.

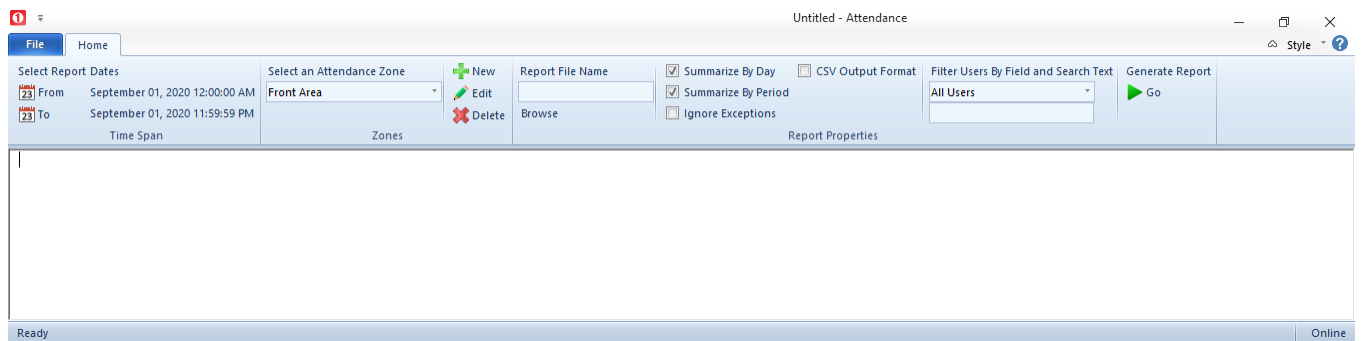
This document examines the Attendance Reporting software from both an operational and functional point of view.

Software Requirement

First Access Attendance Reporting software requires First Access Advanced software.

Overview




The Attendance Reporting software is organized into three main sections as shown below.

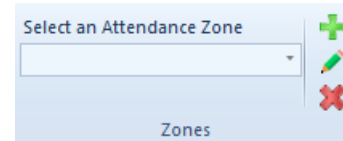


- **Dates** section determines interval of time a generated report should span when it is generated.
- **Zones** section provides controls for the selection and management of the user defined attendance areas or zones.
- **Report Properties** section specifies the output report file name as well as options for the format of the information it contains.

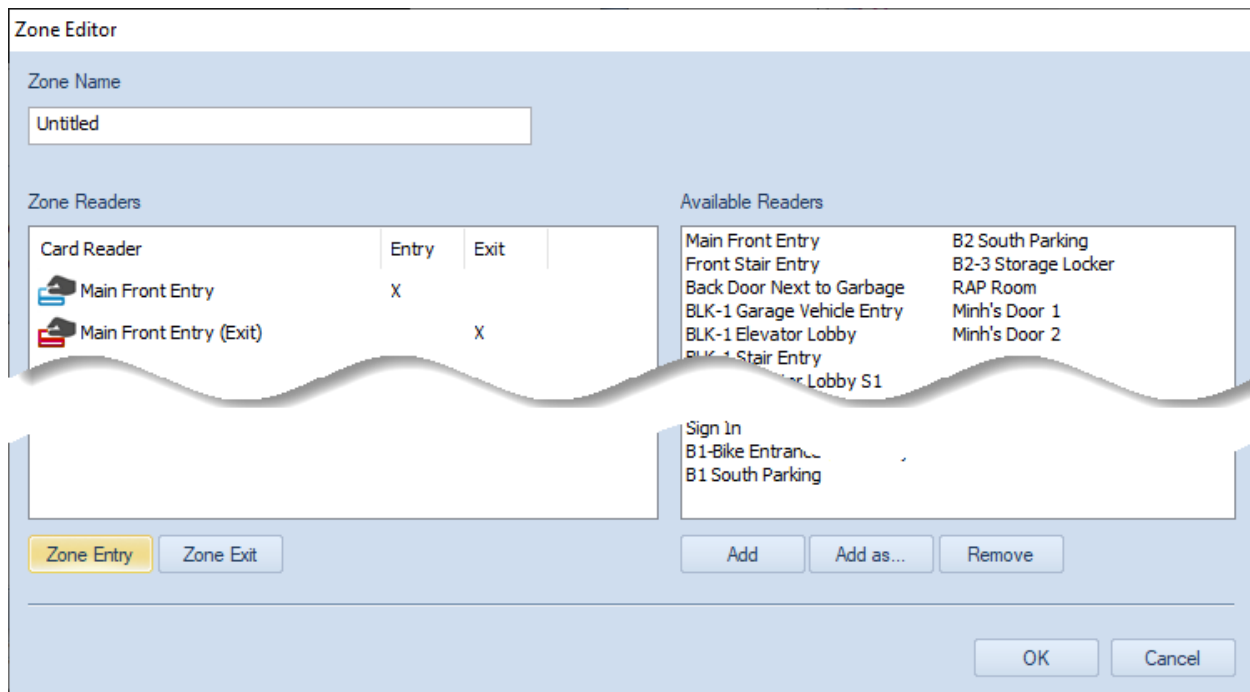
Getting Started

Zones are one or more card readers which define entry and/or exit to an area which will be analyzed when calculating attendance and associated time.

The Zone section provides the **New** , **Edit**  and **Delete**  buttons for managing the attendance zones that have been or are to be defined.



The **New** button opens the Zone definition dialog where entry and exit readers are defined.



The **Zone Name** entry is for entering a unique name for the attendance zone. This name will be displayed in the main window's zone selection box. Zone definition is accomplished by selecting readers from the **Available Readers** list and using the **Add** button to copy them to the **Zone Readers** list. If the door has in and out readers (mounted inside and outside of the door) use **Add as** button to add it to the list.

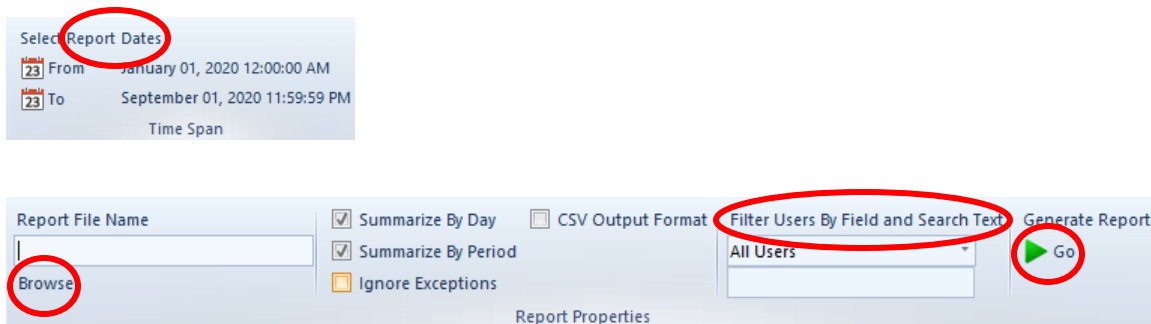
To remove a reader from the **Zone Readers** list, select it and use the **Delete** button.

The **Entry** and **Exit** buttons toggle the Entry and Exit status for the selected reader. An attendance zone can consist of a single reader only, in which case it may be assigned both the Entry and Exit status. Multi reader zones cannot have this dual status.

CREATING AND SAVING REPORTS

The **First Access Advanced Attendance Reporting** software supports several options when generating a report.

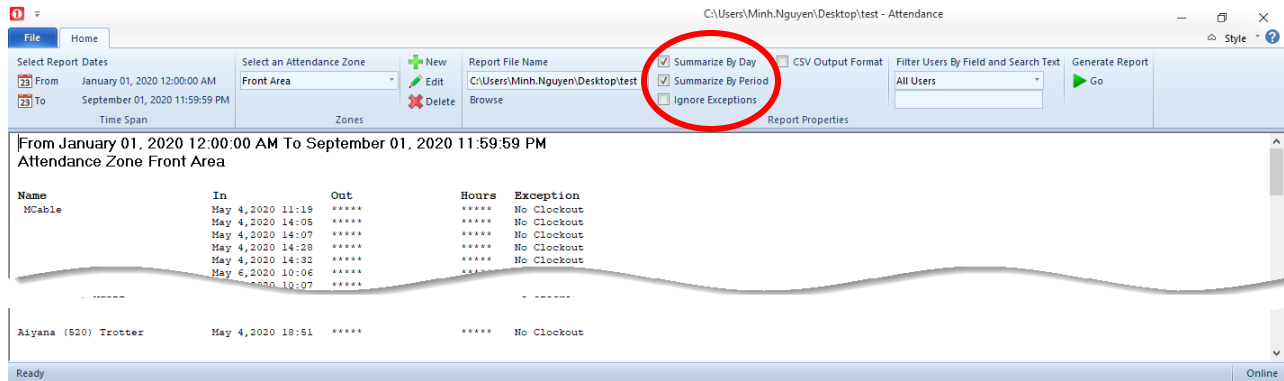
- **Report Dates:** Select the date range that the report should cover.
- **Report File Name:** Specifies the name of the generated output report file.
- **Browse:** Select the location which you wish to save the file to.
- **Go:** Generate the report
- **Filter Users By Field and Search Text** drop list filters the final report by including only users which match the selected field and search text.



The screenshot shows the report generation interface. The 'Select Report Dates' section is highlighted with a red circle, showing 'From' as 'January 01, 2020 12:00:00 AM' and 'To' as 'September 01, 2020 11:59:59 PM'. The 'Report File Name' section has a 'Browse' button circled in red. The 'Filter Users By Field and Search Text' dropdown menu is circled in red, showing 'All Users'. The 'Go' button is also circled in red. The interface includes checkboxes for 'Summarize By Day', 'Summarize By Period', and 'Ignore Exceptions', and a 'CSV Output Format' checkbox. The 'Generate Report' button is located to the right of the filter dropdown.

After successful completion of an attendance report, the software automatically displays the report within the software.

The **Summarize by Day** option is the default and produces a daily record of hours spent within the zone over the selected date range as shown in the example below.



Attendance Report for August 30, 2004 to September 2, 2004

Name	Date	In	Out	Hours	Exception
Abe	Aug 31, 2004	10:04	13:01	02:57	
	Aug 31, 2004	13:51	17:49	03:58	
	Aug 31, 2004	18:24	23:14	04:50	
	Sep 1, 2004	10:12	12:49	02:37	
	Sep 1, 2004	17:44	19:12	01:28	
	Sep 2, 2004	10:02	12:17	02:15	
	Sep 2, 2004	17:42	18:51	01:09	
	Sep 2, 2004	21:52	*****		No ClockOut

The **Summarize by Period** option produces a single total for each user of the hours spent within the zone as displayed below.

Attendance Report for August 30, 2004 to September 3, 2004

Name	Hours	Exception
Abe	19:14	Yes
Ben	31:11	

Summarize by Day and **Summarize by Period** generate a combo report including both the daily detail information in addition to final totals for report date range.

Attendance Report for August 30, 2004 to September 3, 2004

Name	Date	In	Out	Hours	Exception
Abe	Aug 31, 2004	10:04	13:01	02:57	
	Aug 31, 2004	13:51	17:49	03:58	
	Aug 31, 2004	18:24	23:14	04:50	
	Sep 1, 2004	10:12	12:49	02:37	
	Sep 1, 2004	17:44	19:12	01:28	
	Sep 2, 2004	10:02	12:17	02:15	
	Sep 2, 2004	17:42	18:51	01:09	
	Sep 2, 2004	21:52	*****		No ClockOut
Ben	Aug 31, 2004	10:25	14:10	03:45	
	Aug 31, 2004	14:21	19:12	04:51	
	Sep 1, 2004	10:11	14:12	04:01	
	Sep 1, 2004	14:23	18:32	04:09	
	Sep 1, 2004	20:32	22:52	02:20	
	Sep 2, 2004	10:20	14:27	04:07	
	Sep 2, 2004	14:43	19:31	04:48	
	Sep 2, 2004	19:31	22:41	03:10	
	Total Hours:				31:11

The **Ignore Exceptions** option is used with the combo **Summarize by Day** and **Summarize by Period** report. This option instructs the software to calculate the *Total Hours* figure regardless of whether a clock-out exception occurred. Normally a total is not calculated in this case as one or more of the entries in the *Hours* column are missing.

Attendance Report for August 30, 2004 to September 3, 2004

Name	Date	In	Out	Hours	Exception
Abe	Aug 31, 2004	10:04	13:01	02:57	
	Aug 31, 2004	13:51	17:49	03:58	
	Aug 31, 2004	18:24	23:14	04:50	
	Sep 1, 2004	10:12	12:49	02:37	
	Sep 1, 2004	17:44	19:12	01:28	
	Sep 2, 2004	10:02	12:17	02:15	
	Sep 2, 2004	17:42	18:51	01:09	
	Sep 2, 2004	21:52	*****		No ClockOut
	Total Hours:			19:14	
Ben	Aug 31, 2004	10:25	14:10	03:45	
	Aug 31, 2004	14:21	19:12	04:51	
	Sep 1, 2004	10:11	14:12	04:01	
	Sep 1, 2004	14:23	18:32	04:09	
	Sep 1, 2004	20:32	22:52	02:20	
	Sep 2, 2004	10:20	14:27	04:07	
	Sep 2, 2004	14:43	19:31	04:48	
	Sep 2, 2004	19:31	22:41	03:10	
	Total Hours:			31:11	

The **CSV Output Format** generates reports as discussed previously, but outputs the file in a standard comma delimited format (CSV) suitable for use with spreadsheet software such as Microsoft® Excel.

The CSV format is often useful when additional data manipulation is desired.

	A	B	C
1	Abe	19:14	Yes
2	Ben	31:11:00	
3	Dwayne	28:28:00	
4	Eric Cheng	18:04	
5	John Kim	30:22:00	
6	John Macpherson	20:32	
7	Johnathan Hedge	27:55:00	
8	Judy	37:27:00	
9	K-Rock	30:34:00	
10	Leigh	26:48:00	
11	Lui	22:37	
12	LukeShelswell	19:24	
13	Mark H.	0:00	
14	Matt W.	0:00	
15	Matthew	27:00:00	
16	Micheal	40:06:00	
17	Mike M	21:49	
18	Paul Macpherson	31:30:00	
19	Peter Marshall	23:35	
20	Peter P.	11:15	
21	Pum	12:55	
22	Regenald Woods	29:41:00	
23	Remi	14:55	
24	Rob Mobbs	33:40:00	
25	Rob Nelson	22:14	
26	Robin Holmes	11:15	
27	Scott	18:29	
28	Stephane	17:34	
29	Stephen C	22:32	
30	Stephen Orr	9:23	Yes
31	Steve D	44:56:00	
32	Terry	19:28	
33			

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