

Lesson 14 – Generating and Printing Reports

The **Entry-Master** System can produce several reports that describe the system setup, the cardholders that are defined, and the card reader activity. This lesson shows you how to generate and print **Entry-Master** System reports.

This lesson describes the basics for generating and printing reports. Some reports prompt for additional information to be supplied (usually a search string). See [Chapter 3 – Entry-Master System Reports](#) which describes the reporting functions in more detail and also specifies which reports request additional information.

In order to access the **Entry-Master** reporting functions, you must be logged into the **Entry-Master** system (See [Chapter 2 - Lesson 1 – Logging into the System](#)).

From the *Main Menu*, select **Option 2 – Enter Reports Menu** (see **Figure 2-14-1** below):

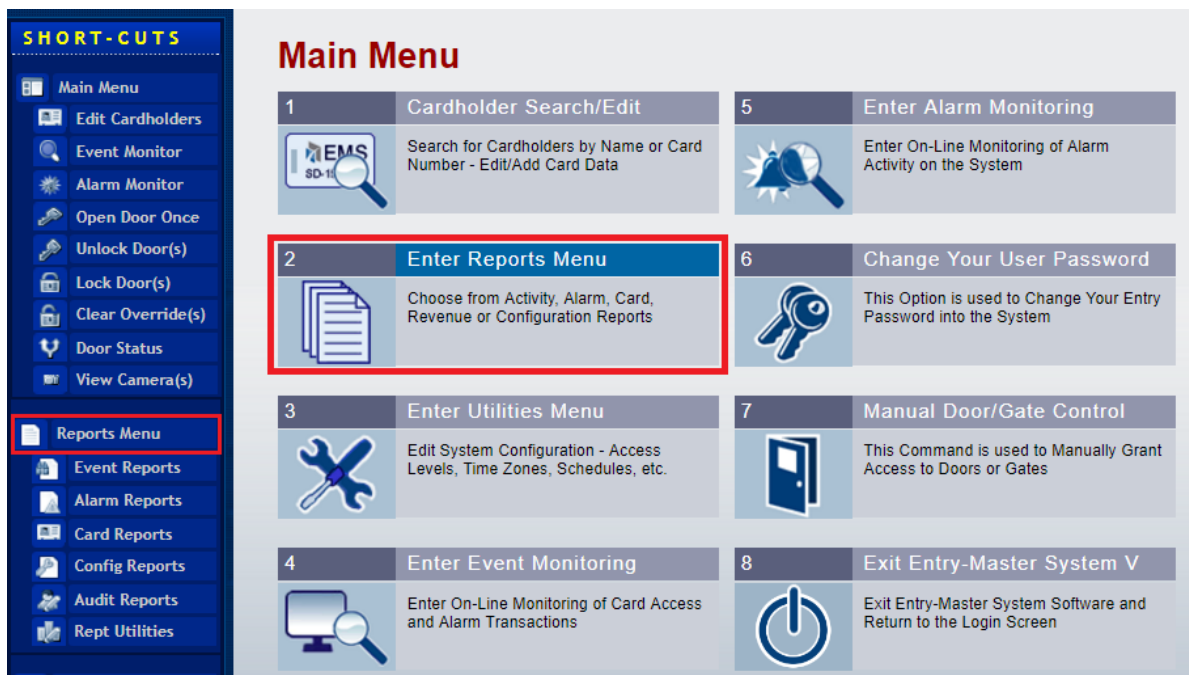


Figure 2-14-1. Selecting the Reports Menu from the Entry-Master Main Menu

The *Reports Menu* screen is displayed below (**Figure 2-14-2**):

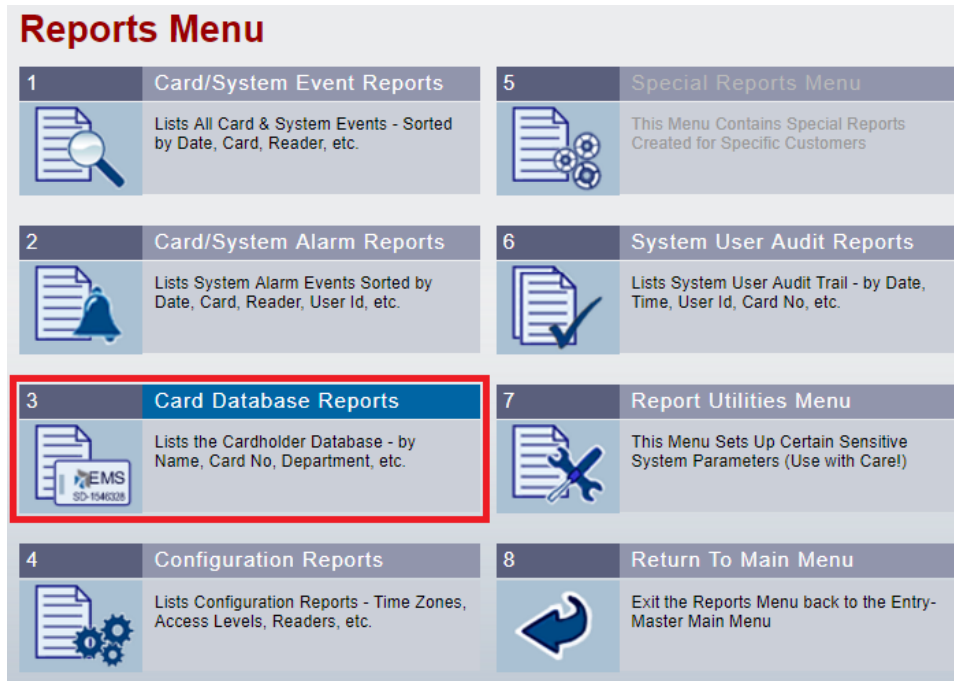


Figure 2-14-2. The Entry-Master Reports Menu

In this example, you will select the **Cardholders by User Name** report. Click **Option 3 – Card Database Reports** on the *Reports Menu* (see Figure 2-14-2 above). The following menu will be displayed (Figure 2-14-3 below). Select **Option 1 – Cardholders by User Name**:

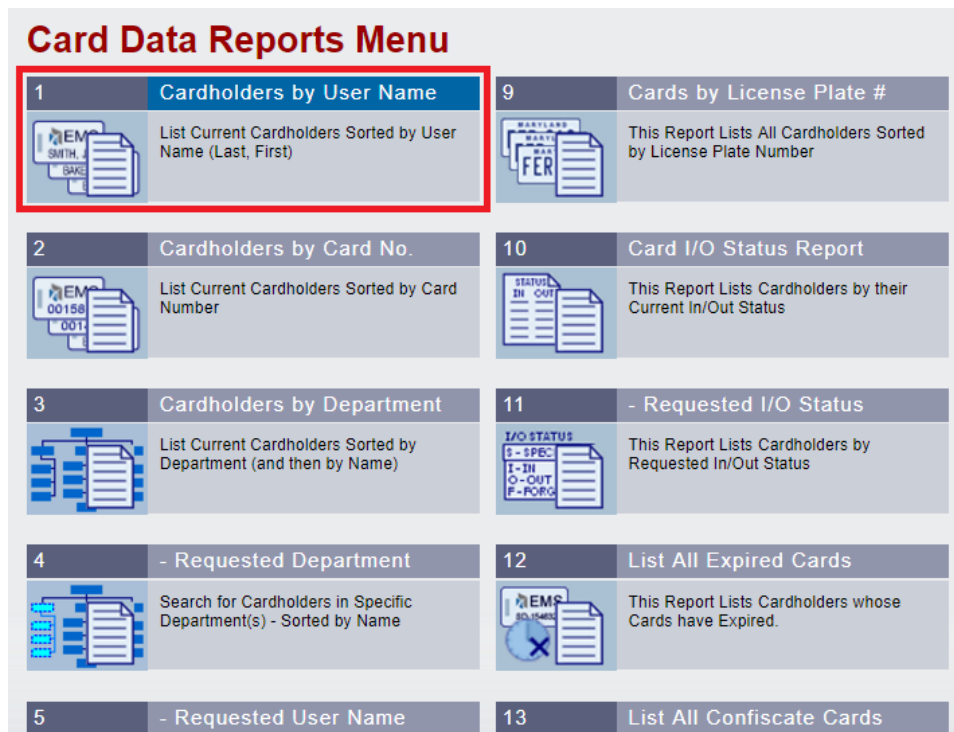


Figure 2-14-3. Selecting Cardholders by User Name Report

The *Card Database Report* screen displays (Figure 2-14-4):

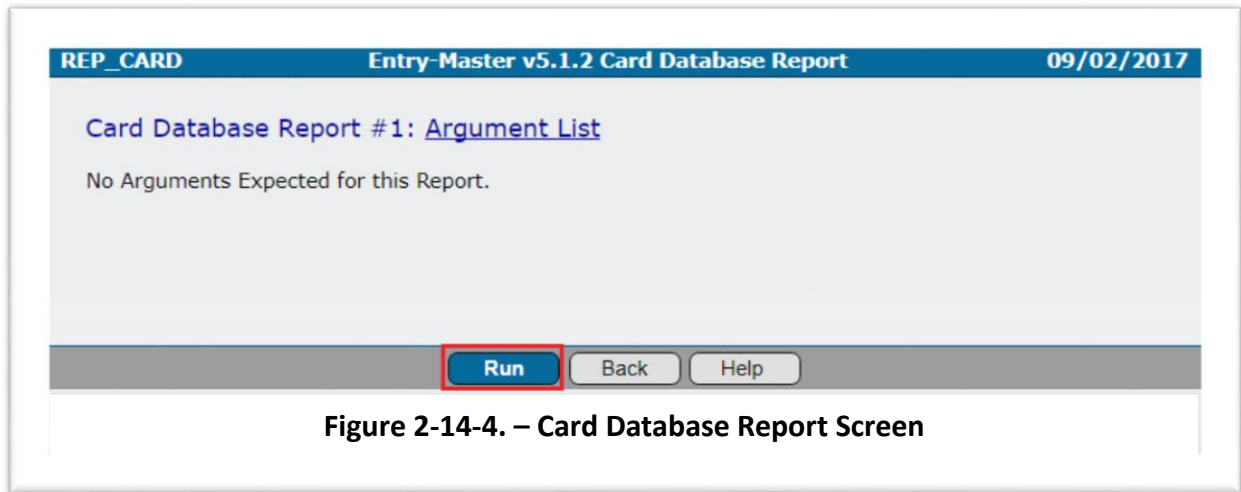


Figure 2-14-4. – Card Database Report Screen

Click on the “Run” button to create a report that will display on the screen. A sample report is shown next (Figure 2-14-5):

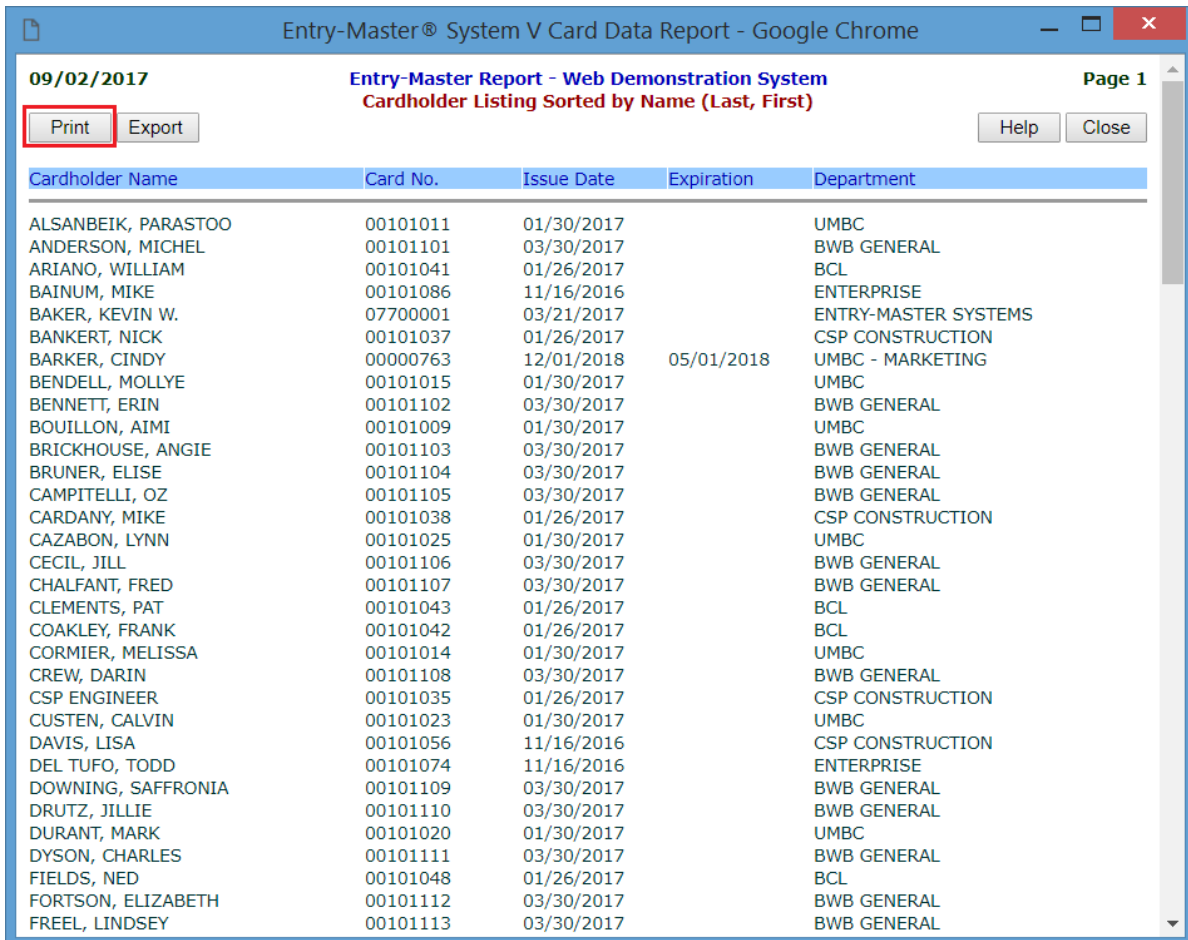


Figure 2-14-5. – Card Data Report Screen

Click the “**Print**” button (**Figure 2-14-5** above) to send the report to the printer, or click “**Close**” to return to the report window.

For more information about the **Entry-Master** System reports, see [Chapter 3 – The Entry-Master System Reports](#).

This chapter has taken you step by step through the procedures for using only the basic features of the **Entry-Master** System. If you have any questions about using more complex reporting functions contact your authorized **Entry-Master** Dealer.