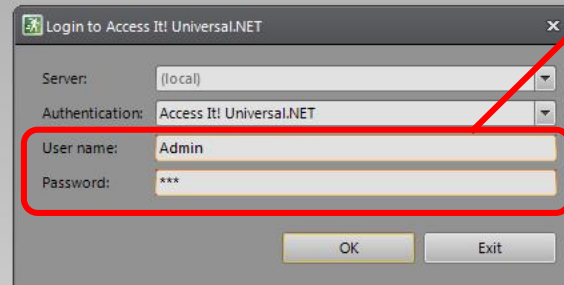


RS2 Technologies ACCESS It! Universal.NET Usage - Access It! Universal.NET



General Usage - **Access It! Universal.NET**

1. Access It! Universal.NET will require that you Login.
2. Both the User Name and Password are Case Sensitive.



The image shows a Windows desktop environment with a taskbar at the bottom containing icons for various applications like Firefox, Internet Explorer, and a file explorer. A small dialog box titled "Login to Access It! Universal.NET" is open in the center. The dialog has a title bar with a close button. It contains four input fields: "Server:" with a dropdown menu showing "(local)", "Authentication:" with a dropdown menu showing "Access It! Universal.NET", "User name:" with the text "Admin", and "Password:" with masked characters "****". The "User name:" and "Password:" fields are highlighted with a red rectangular border. Below these fields are two buttons: "OK" and "Exit". A red arrow points from the second item in the list on the right to the "Authentication:" dropdown menu.

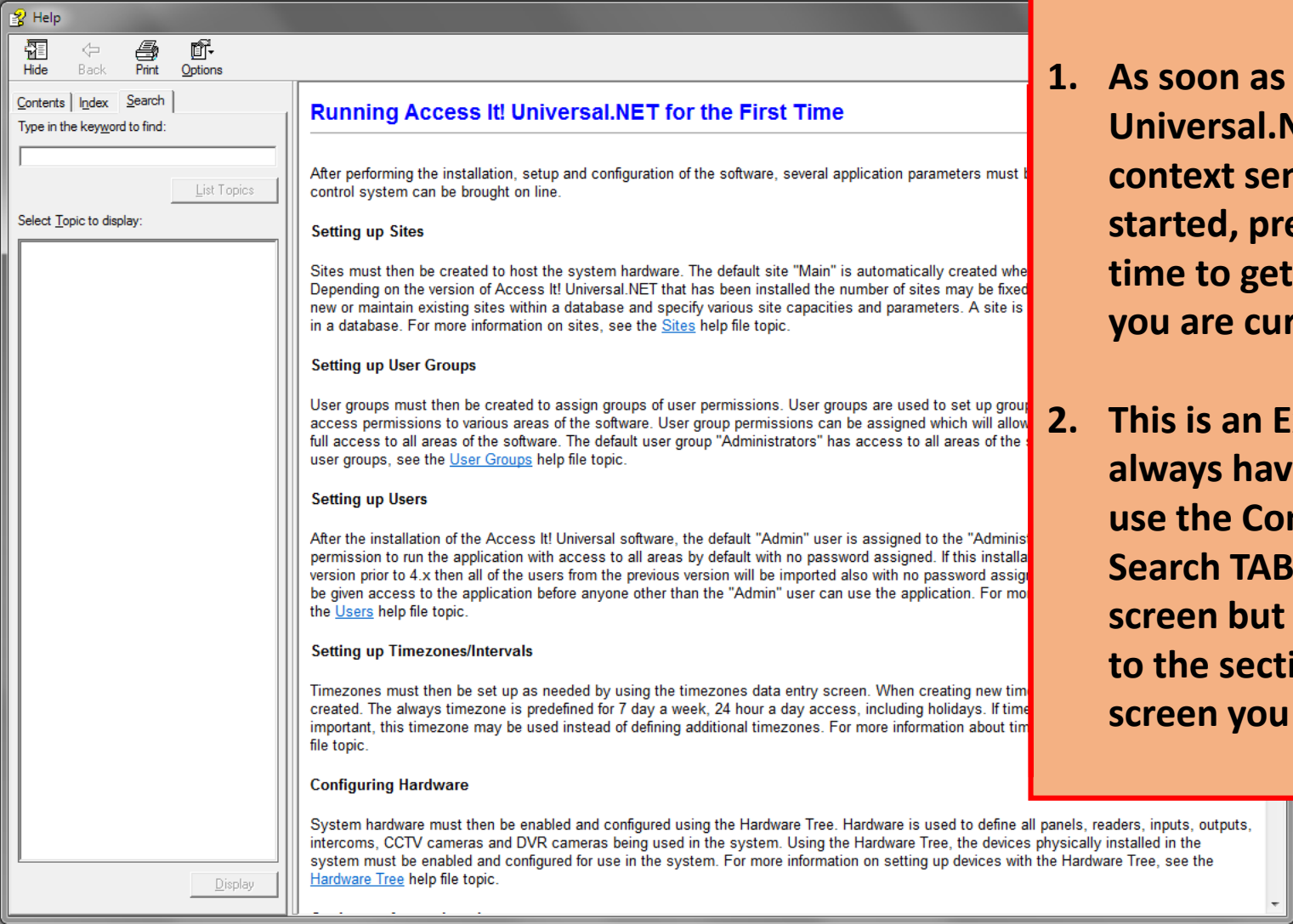
Server: (local)

Authentication: Access It! Universal.NET

User name: Admin

Password: ****

OK Exit



Running Access It! Universal.NET for the First Time

After performing the installation, setup and configuration of the software, several application parameters must be set and the control system can be brought on line.

Setting up Sites

Sites must then be created to host the system hardware. The default site "Main" is automatically created when the software is installed. Depending on the version of Access It! Universal.NET that has been installed the number of sites may be fixed or you may create new or maintain existing sites within a database and specify various site capacities and parameters. A site is stored in a database. For more information on sites, see the [Sites](#) help file topic.

Setting up User Groups

User groups must then be created to assign groups of user permissions. User groups are used to set up group access permissions to various areas of the software. User group permissions can be assigned which will allow or deny access to all areas of the software. The default user group "Administrators" has access to all areas of the software. For more information on user groups, see the [User Groups](#) help file topic.

Setting up Users

After the installation of the Access It! Universal software, the default "Admin" user is assigned to the "Administrators" user group. If this installation is on a version prior to 4.x then all of the users from the previous version will be imported also with no password assigned. You must be given access to the application before anyone other than the "Admin" user can use the application. For more information on users, see the [Users](#) help file topic.

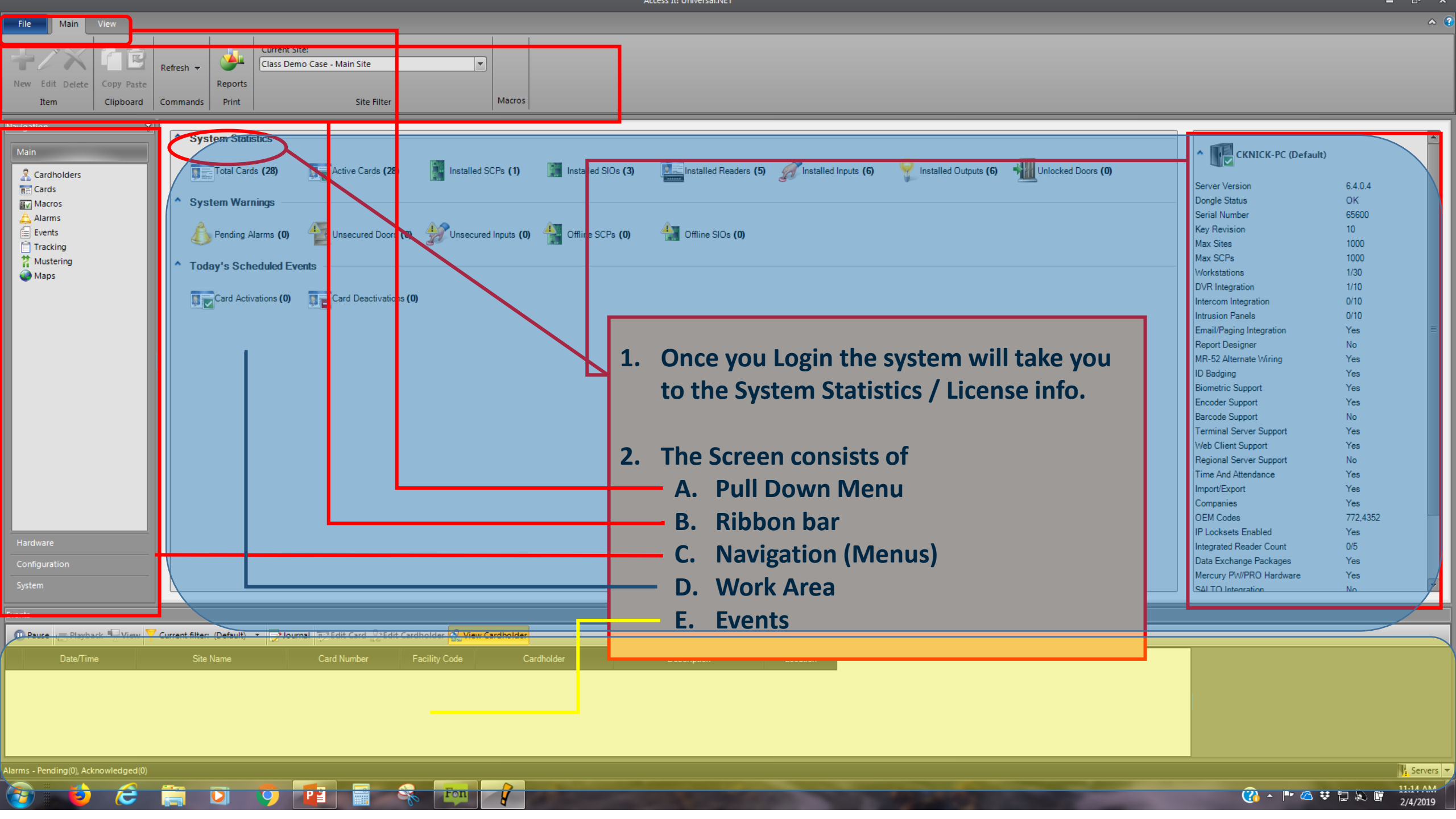
Setting up Timezones/Intervals

Timezones must then be set up as needed by using the timezones data entry screen. When creating new timezones, the always timezone is predefined for 7 day a week, 24 hour a day access, including holidays. If timezones are not important, this timezone may be used instead of defining additional timezones. For more information about timezones, see the [Timezones](#) help file topic.

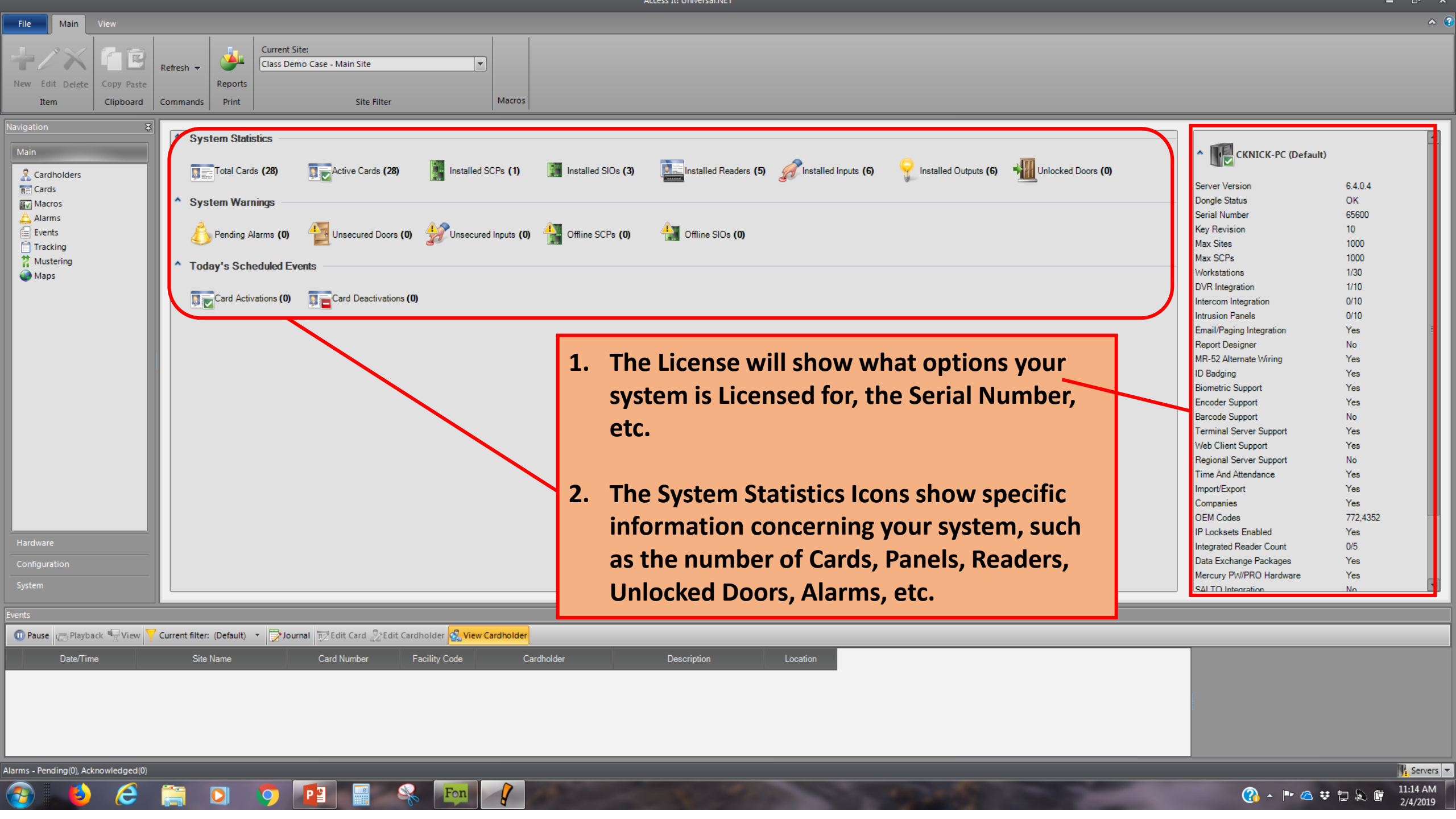
Configuring Hardware

System hardware must then be enabled and configured using the Hardware Tree. Hardware is used to define all panels, readers, inputs, outputs, intercoms, CCTV cameras and DVR cameras being used in the system. Using the Hardware Tree, the devices physically installed in the system must be enabled and configured for use in the system. For more information on setting up devices with the Hardware Tree, see the [Hardware Tree](#) help file topic.

1. As soon as you launch Access It! Universal.NET the internal context sensitive HELP system is started, press the 'F1' key at any time to get HELP for the screen you are currently on.
2. This is an Example, you will always have the opportunity to use the Contents, Index, and Search TABs to find any Help screen but it will always take you to the section for the current screen you are on.



1. Once you Login the system will take you to the System Statistics / License info.
2. The Screen consists of
 - A. Pull Down Menu
 - B. Ribbon bar
 - C. Navigation (Menus)
 - D. Work Area
 - E. Events



1. The License will show what options your system is Licensed for, the Serial Number, etc.
2. The System Statistics Icons show specific information concerning your system, such as the number of Cards, Panels, Readers, Unlocked Doors, Alarms, etc.

File

Main

View

Login...

Change Password...

Options...

Workstation Settings...

Help

About Access It! Universal.NET...

Exit

Cards

Macros

Alarms

Events

Tracking

Mustering

Maps

Hardware

Configuration

System

Current Site:

Class Demo Case - Main Site

Site Filter

Macros

System Statistics

Total Cards (28)

Active Cards (28)

Installed SCPs (1)

System Warnings

Pending Alarms (0)

Unsecured Doors (0)

Unsecured Inputs (0)

Today's Scheduled Events

Card Activations (0)

Card Deactivations (0)

CKNICK-PC (Default)

Version 6.4.0.4

Status OK

Number 65600

Revision 10

Resolutions 1000

Users 1000

Sessions 1/30

Integrations 1/10

Integration 0/10

Panels 0/10

Imaging Integration Yes

Designer No

Alternate Wiring Yes

Wiring Yes

IC Support Yes

Support Yes

Support No

Server Support Yes

Support Yes

Server Support No

Attendance Yes

Import/Export Yes

Companies Yes

OEM Codes 772.4352

IP Locksets Enabled Yes

Integrated Reader Count 0/5

Data Exchange Packages Yes

Mercury Pw/PRO Hardware Yes

SALTO Integration No

1. The File pull down Menu allows:

- A. An Operator to substitute their Login credential for the one currently in use.
- B. An Operator to change their Password.
- C. Choose the Options.
- D. Set the Workstation settings (Probably controlled by your Administrator.)
- E. Get Help.
- F. Get information concerning the installed (version & copyright) Access It! Universal.NET
- G. Exit Access It! Universal.NET

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------

Alarms - Pending(0), Acknowledged(0)

Servers

12:26 PM
2/4/2019

File Main View

New Edit Delete Copy Paste Reports Print Site Filter Macros

Navigation

Main

- Cardholders
- Cards
- Macros
- Alarms
- Events
- Tracking
- Mustering
- Maps

Hardware Configuration System

Current Site: Class Demo Case - Main Site

System Statistics

- Total Cards (28)
- Active Cards (28)
- Installed SCPs (1)
- Installed SIOs (3)
- Installed Readers (5)
- Installed Inputs (6)

System Warnings

- Pending Alarms (0)
- Unsecured Doors (0)
- Unsecured Inputs (0)
- Offline SCPs (0)
- Offline SIOs (0)

Today's Scheduled Events

- Card Activations (0)
- Card Deactivations (0)

Options

Language: English

- ☒ Show advanced device commands
- ☒ Allow selection of only one site
- ☒ Advanced window control
- ☐ Allow non-modal dialogs

Tracked Card/Cardholder/Reader events to load at startup: 10

OK Cancel

1. The Advanced window control is not enabled by default but is very useful, Checkmark the Advanced Window Contol, select OK, the System will Prompt you, that it will enable this the next time the Workstation is started. Use the File and select Login, re-enter your User ID, and Password.

Barcode Support	No
Terminal Server Support	Yes
Web Client Support	Yes
Regional Server Support	No
Time And Attendance	Yes
Import/Export	Yes
Companies	Yes
OEM Codes	772.4352
IP Locksets Enabled	Yes
Integrated Reader Count	0/5
Data Exchange Packages	Yes
Mercury PW/PRO Hardware	Yes
SALTO Integration	No

Events

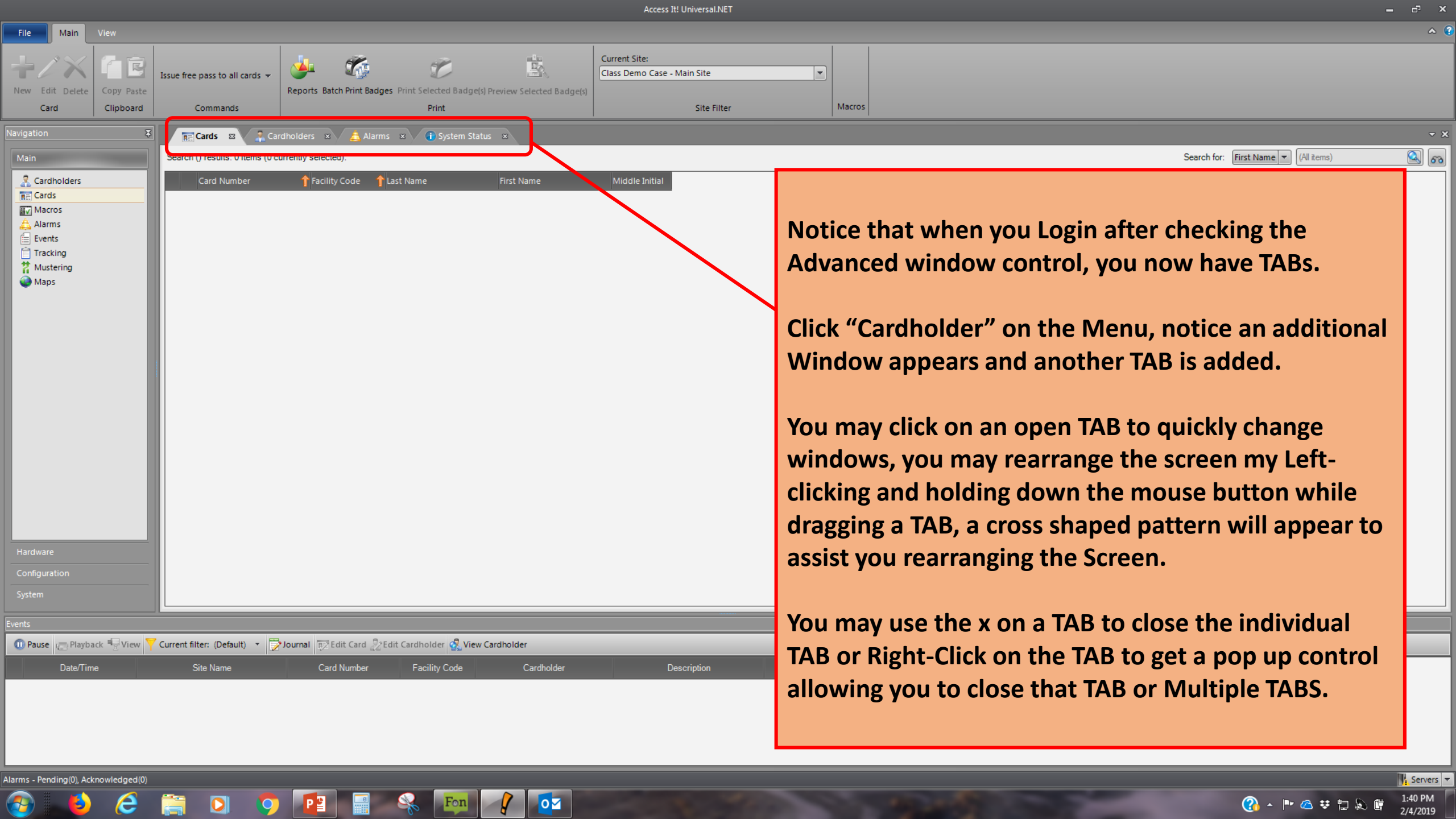
Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------

Alarms - Pending(0), Acknowledged(0)

Servers

1:01 PM 2/4/2019



Notice that when you Login after checking the Advanced window control, you now have TABs.

Click “Cardholder” on the Menu, notice an additional Window appears and another TAB is added.

You may click on an open TAB to quickly change windows, you may rearrange the screen my Left-clicking and holding down the mouse button while dragging a TAB, a cross shaped pattern will appear to assist you rearranging the Screen.

You may use the x on a TAB to close the individual TAB or Right-Click on the TAB to get a pop up control allowing you to close that TAB or Multiple TABS.

File Main View

New Edit Delete Copy Paste

Card Clipboard

Issue free pass to all cards

Reports Batch Print Badges Print Selected Badge(s) Preview Selected Badge(s)

Print

Current Site: Class Demo Case - Main Site

Site Filter

Macros

Navigation

Main

Cardholders

Cards

Macros

Alarms

Events

Tracking

Mustering

Maps

Hardware

Configuration

System

Alarms

Acknowledge Clear Purge all alarms Silence Comments Playback View

Current filter: (None)

Group by Device Refresh

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------

Cardholders

First Name (All items)

Drag a column here to group by this column.

Last Name

Card Number Facility C

This shows holding the left mouse button down while dragging a TAB it could be placed on any of the 4 boxes with a Blue header, arrow and the TAB will be placed Above, Below, Left, or Right of the Main Work area.

Events

Pause Playback View

Current filter: (Default)

Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------

Usage - Cardholders

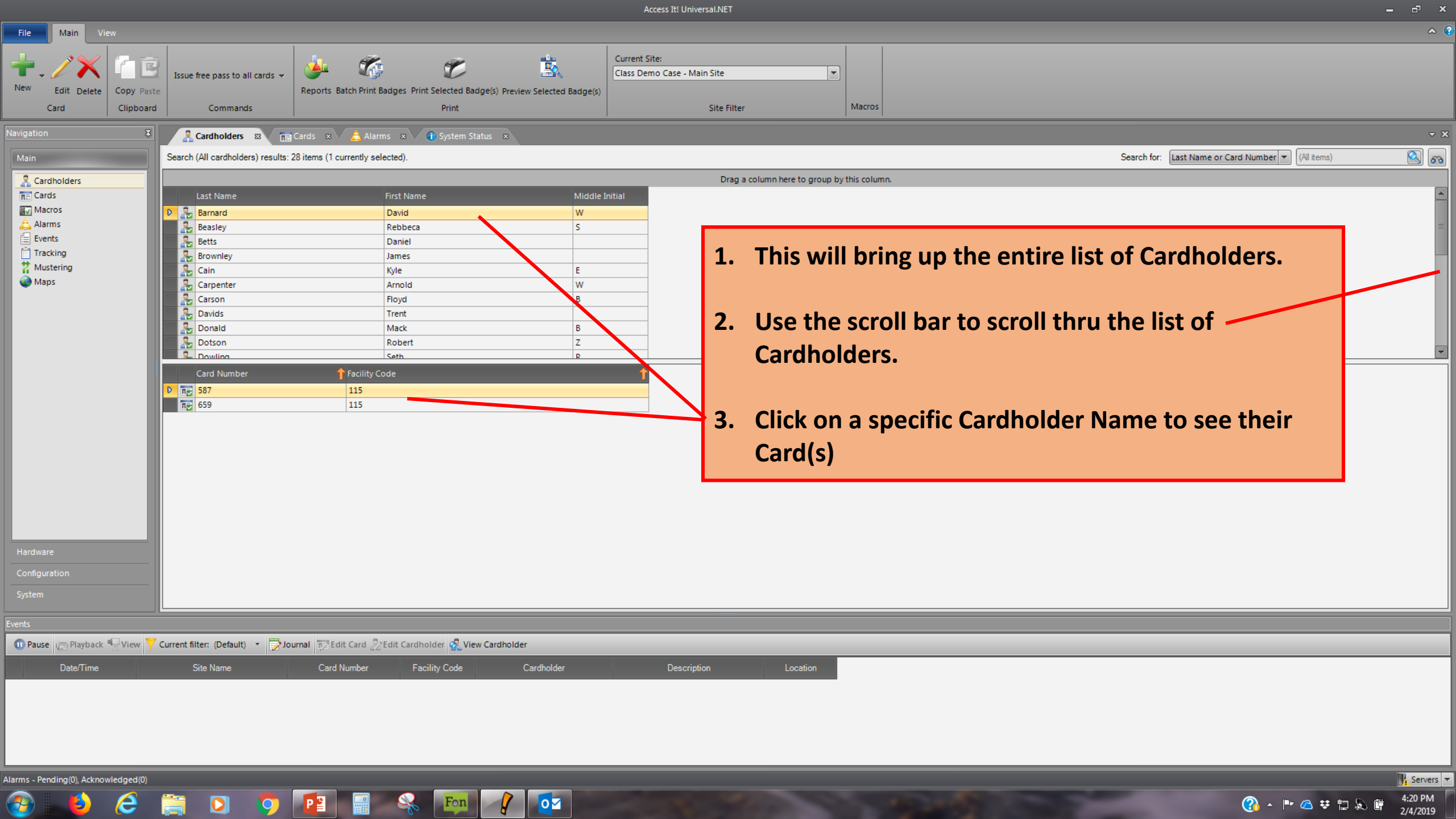
The screenshot displays the Access It! Universal.NET application window. The interface includes a top menu bar with 'File', 'Main', and 'View'. Below this is a toolbar with icons for 'New', 'Edit', 'Delete', 'Copy', 'Paste', 'Import Data', 'Reports', 'Batch Print Badges', 'Print Selected Badge(s)', and 'Preview Selected Badge(s)'. A 'Current Site' dropdown menu is set to 'Class Demo Case - Main Site'. The 'Navigation' pane on the left lists various modules: Main, Cardholders, Cards, Macros, Alarms, Events, Tracking, Mustering, and Maps. The 'Cardholders' tab is active, and its context menu is open, showing options: 'Close', 'Close All But This', 'Close All', 'New Horizontal Tab Group', and 'New Vertical Tab Group'. A red arrow points from the 'Close' option to a text box. The main area shows a table with columns 'First Name' and 'Middle Initial'. Below this is a section for 'Card Number' and 'Facility Code'. The 'Events' pane at the bottom shows a table with columns: 'Date/Time', 'Site Name', 'Card Number', 'Facility Code', 'Cardholder', 'Description', and 'Location'. The status bar at the bottom indicates 'Alarms - Pending(0), Acknowledged(0)'.

1. This shows right-clicking on the Cardholders TAB opens the Options such as Close, Close All But This, Close All, New TAB Groups.

1. To find all Cardholders. Click on Main, then Click on Cardholders.

2. At the Cardholders Screen click on the Magnifying glass next to the Search Box.

The screenshot shows the Access It! Universal.NET application window. The top menu bar includes File, Main, and View. Below it is a toolbar with icons for New, Edit, Delete, Copy, Paste, Import Data, Reports, Batch Print Badges, Print Selected Badge(s), and Preview Selected Badge(s). The current site is set to 'Class Demo Case - Main Site'. The left sidebar shows a navigation tree with 'Main' selected, and 'Cardholders' is highlighted. The main area displays a search results table with columns: Last Name, First Name, Middle Initial, Card Number, and Facility Code. The search bar at the top right has a magnifying glass icon next to it. The bottom status bar shows 'Alarms - Pending(0), Acknowledged(0)' and the system clock indicates 4:03 PM on 2/4/2019.



1. This will bring up the entire list of Cardholders.

2. Use the scroll bar to scroll thru the list of Cardholders.

3. Click on a specific Cardholder Name to see their Card(s)

File Main View

New Edit Delete Cardholder

Import Data Data

Reports Batch Print Badges Print Selected Badge(s) Preview Selected Badge(s) Print

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Main

Cardholders Cards Macros Alarms Events Tracking Mustering Maps

Search (All cardholders) results: 28 items (1 currently selected).

Search for: Last Name or Card Number (All items)

Last Name	First Name	Middle Initial
Barnard	David	W
Beasley	Rebecca	S
Betts	Daniel	
Brownley	James	
Cain	Kyle	E
Carpenter	Arnold	W
Carson	Floyd	B
Davids	Trent	
Donald	Mack	B
Dotson	Robert	Z
Dowling	Seth	R

Card Number	Facility Code
587	115
659	115

Double Click the Cardholder to view their complete record or make changes (edit) the Cardholder

Edit Cardholder

Save Save & New Close

Last name: Barnard First name: David MI: W

Main Images Access Sites Biometrics Attachments Auditing Notes

License Plate #: JB2-007

Vehicle Make: Ford

Color Vehicle: Black

Department:

UserText1: UserText2: UserText3: UserText4: UserText6: UserText8: UserText9: UserText11: UserText12: UserText13: UserText14: UserText15: UserText16: UserText17:

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------

Drag a column here to

The diagram illustrates a mobile application interface with a vertical list of items. A red bracket on the left side of the list indicates the area for a 'Scroll to top' button. The interface includes a header bar at the top, a list of items, and a footer bar at the bottom. The list items are represented by gray rectangles. The red bracket is positioned to the left of the list, spanning the height of the visible items.

Double Click their Card to view or edit the Card information.

File Main View

2010 Black Preview Pane Reset Select Columns

Themes Layout Columns

Navigation

Main

Cardholders Cards Alarms Events Tracking Mustering Maps

Hardware Configuration System

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit C

Date/Time Site Name Card Number Facility Code Cardholder Description Location

Alarms - Pending(0), Acknowledged(0)

Search (All cardholders) results: 28 items (1 currently selected).

Search for: Last Name or Card Number (All items)

Drag a column here to group by this column.

Last Name	First Name	Middle Initial
Barnard	David	W
Beasley	Rebecca	S
Betts	Daniel	
Brownley	James	
Cain	Kyle	E
Carpenter	Arnold	W
Carson	Floyd	B
Davids	Trent	
Donald	Mack	B
Dotson	Robert	Z
Dowling	Seth	R

Card Number	Facility Code
587	115
659	115

1. Use the View pull down and then the Preview, this will show the record of any Cardholder in the list you click on. You can not edit the Cardholder only Preview information in the Preview Window.

Last name: Barnard First name: David

Main Images Access Sites Biometrics Attachments Auditing

License Plate #: JB2-007

Vehicle Make: Ford

Color Vehicle: Black

Department:

UserText1:

UserText2:

UserText3:

UserText4:

UserText6:

UserText8:

UserText9:

UserText11:

UserText12:

UserText13:

UserText14:

UserText15:

UserText16:

UserText17:

UserText18:

4:35 PM 2/4/2019

File Main View

New Edit Delete Cardholder

Copy Paste Clipboard

Import Data Data

Reports Batch Print Badges Print Selected Badge(s) Preview Selected Badge(s) Print

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Main

Cardholders Cards Alarms Events Tracking Mustering Maps

Hardware Configuration System

Cardholders Cards Alarms System Status

Search (All cardholders) results: 28 items (1 currently selected). Search for: Last Name or Card Number (All items)

Drag a column here to group by this column.

Last Name	First Name	Middle Initial
Barnard	David	W
Beasley	Rebecca	S
Betts	Daniel	
Brownley	James	
Cain	Kyle	E
Carpenter	Arnold	W
Carson	Floyd	B
Dauids	Trent	
Donald	Mack	B
Dotson	Robert	Z
Dowling	Seth	R

Card Number Facility Code

1457 115

You can select any TAB in the Preview to view the data such as their Photo / Image. Useful if you have multiple people with the same last name such as Smith to find the correct one. Then double click their name to Edit their information.

Last name: Davids First name: Trent

Main Images Access Sites Biometrics Attachments Auditing

Photo

Signature

Capture

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------

File Main View

New Edit Delete Card Copy Paste Clipboard Issue free pass to all cards Reports Batch Print Badges Print Selected Badge(s) Preview Selected Badge(s) Current Site: Class Demo Case - Main Site Site Filter Macros

Navigation

Main

- Cardholders
- Cards
- Macros
- Alarms
- Events
- Tracking
- Mustering
- Maps

Hardware

Configuration

System

Cardholders

Search (All cardholders) results: 28 items (1 currently selected).

Search for: Last Name or Card Number (All items)

Drag a column here to group by this column.

Last Name	First Name	Middle Initial
Barnard	David	W
Beasley	Rebecca	S
Betts	Daniel	
Brownley	James	
Cain	Kyle	E
Carpenter	Arnold	W
Carson	Floyd	B
Davids	Trent	
Donald	Mack	B
Dotson	Robert	Z
Dowling	Seth	P

Card Number	Facility Code
587	115
659	115

Card number: 659 Auto Facility code: 115

Main Cardholder Access Levels IP Locksets Elevator Badge Events

Embossed number: 6597981

PIN number: 1313 Auto

Issue level: 0

Use limit: 0

Card group: Main Card Group

Classification:

Large encoded card ID:

Card options

☐ PIN exempt ☐ Extended access times

☐ Antipassback exempt ☐ Unused card expiration exempt

Card status

☐ Inactive ☒ Active ☐ Date based

Temporary deactivate

Deactivate date: (None) Reactivate date: (None)

The Preview also works for their Cards, useful if a Cardholder has multiple Cards, double click the Card you wish to Edit, preview any TAB also, such as Access Levels.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------

File Main View

New Edit Delete Card Copy Paste Clipboard Issue free pass to all cards Reports Batch Print Badges Print Selected Badge(s) Preview Selected Badge(s) Current Site: Class Demo Case - Main Site Site Filter Macros

Navigation

Main

- Cardholders
- Cards
- Macros
- Alarms
- Events
- Tracking
- Mustering
- Maps

Hardware Configuration System

Cardholders Cards Alarms System Status

Search (Last name starts with 'K') results: 2 items (1 currently selected).

Search for: Last Name or Card Number K

Drag a column here to group by this column.

Last Name	First Name	Middle Initial
Knick	Craig	E
Knight	Sylvia	J

Card Number 305 Facility Code 115

1. The box beside the Magnifying glass is allows you to specify what you are searching for a last name, partial name or first letter. Here I put K in then used the Magnifying glass to get just those Cardholders with a Last Name beginning with K

Card number: 659 Auto Facility code: 115

Main Cardholder Access Levels IP Locksets Elevator Badge Events

Embossed number: 6597981

PIN number: 1313 Auto

Issue level: 0

Use limit: 0

Card group: Main Card Group

Classification:

Large encoded card ID:

Card options

☐ PIN exempt ☐ Extended access times

☐ Antipassback exempt ☐ Unused card expiration exempt

Card status

☐ Inactive ☒ Active ☐ Date based

Temporary deactivate

Deactivate date: (None) Reactivate date: (None)

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------

File Main View

New Edit Delete Copy Paste Card Clipboard Commands

Issue free pass to all cards

Reports Batch Print Badges Print Selected Badge(s) Preview Selected Badge(s) Print

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Main

- Cardholders
- Cards
- Macros
- Alarms
- Events
- Tracking
- Mustering
- Maps

Hardware

Configuration

System

Cardholders

Search (All cardholders) results: 28 items (1 currently selected).

Search for: Last Name or Card Number (All items)

Drag a column here to group by this column.

Last Name	First Name	Middle Initial
Barnard	David	W
Beasley	Rebecca	S
Betts	Daniel	
Brownley	James	
Cain	Kyle	E
Carpenter	Arnold	W
Carson	Floyd	B
Dauids	Trent	
Donald	Mack	B
Dotson	Robert	Z
Dowling	Seth	R

Card Number	Facility Code
587	115
659	115

The pull down next to the search lets you choose what you want to search. Any field in the Cardholder Database.

Last Name or Card Number

- Last Name or Card Number
- Embossed Number
- Color Vehicle
- Department
- First Name
- License Plate #
- Middle Initial
- Vehicle Make

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------

File Main View

New Edit Delete Card Copy Paste Clipboard Commands Issue free pass to all cards Reports Batch Print Badges Print Selected Badge(s) Preview Selected Badge(s) Site Filter Macros

Current Site: Class Demo Case - Main Site

Navigation

Main

- Cardholders
- Cards
- Macros
- Alarms
- Events
- Tracking
- Mustering
- Maps

Hardware

Configuration

System

Cardholders

Search (Vehicle Make starts with 'Ford') results: 5 items (1 currently selected).

Search for: Vehicle Make Ford

Drag a column here to group by this column.

Last Name	First Name	Middle Initial
Barnard	David	W
Betts	Daniel	
Carson	Floyd	B
Durrant	Anthony	
Knight	Sylvia	J

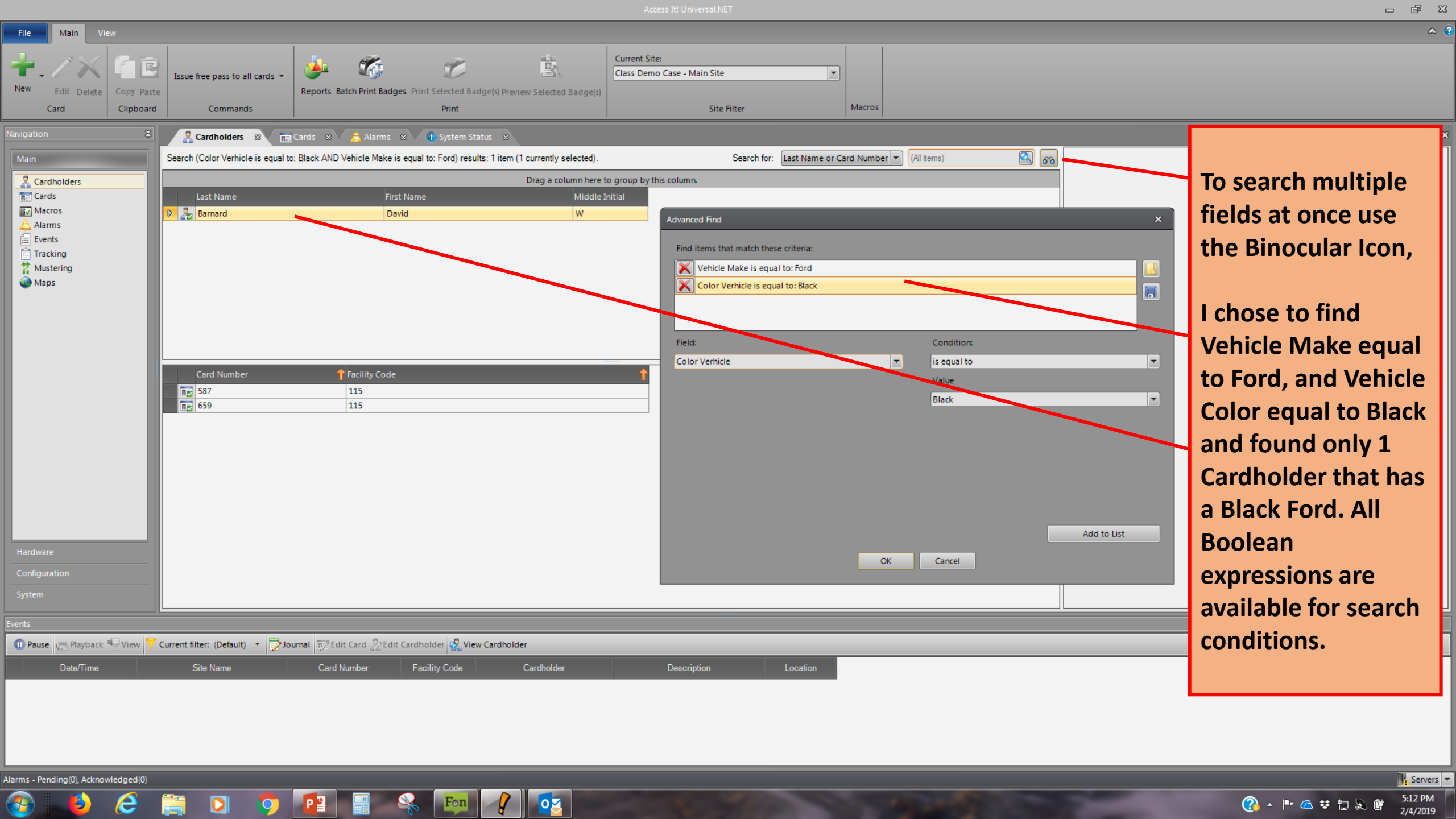
Card Number	Facility Code
587	115
659	115

1. Here I chose to search Vehicle Make, defined Ford, used the Magnifying glass and have a list of only those Cardholders having a Ford. The database field for Vehicle Make is a User Definable Field it will depend on what your System Administrator has Defined in your system.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------



To search multiple fields at once use the Binocular Icon,

I chose to find Vehicle Make equal to Ford, and Vehicle Color equal to Black and found only 1 Cardholder that has a Black Ford. All Boolean expressions are available for search conditions.

1. To Add a New Cardholder to the system you may use the NEW button on the Ribbon Bar while on the Cardholder Screen, or Right Click in the space directly below the Cardholder gray bar “Last Name, First Name, Middle Initial”, using the down arrow next to the NEW button allows you to add a New Cardholder (Person) or a New Card. Right clicking in the space under the Card header bar allows adding a New Card to the Cardholder highlighted in the Cardholder list.

The interface includes a ribbon bar with 'File', 'Main', and 'View' tabs. The 'Main' tab contains buttons for 'New', 'Edit', 'Delete', 'Copy', 'Paste', 'Import Data', 'Reports', 'Batch Print Badges', 'Print Selected Badge(s)', 'Preview Selected Badge(s)', 'Site Filter', and 'Macros'. The 'New' button has a dropdown arrow. The 'Cardholders' tab is selected, showing a search results area with '0 items (0 currently selected)'. The table below has columns: Last Name, First Name, Middle Initial, Card Number, and Facility Code. The 'Events' section at the bottom shows a 'Current filter: (Default)' and buttons for 'Journal', 'Edit Card', 'Edit Cardholder', and 'View Cardholder'. The status bar at the bottom indicates 'Alarms - Pending(0), Acknowledged(0)'.

File Main View

New Edit Delete Cardholder

Copy Paste Clipboard

Import Data

Reports Batch Print Badges Print Selected Badge(s) Preview Selected Badge(s)

Print

Current Site: Class Demo Case - Main Site

Site Filter

Macros

Navigation

Main

Cardholders Cards Macros Alarms Events Tracking Mustering Maps

Hardware Configuration System

Cardholders System Status Alarms

Search (All cardholders) results: 28 items (1 currently selected).

Search for: First Name (All items)

Drag a column here to group by this column.

Last Name	First Name	Middle Initial
Wilson	Betty	J
Williams	Elliot	
Welcker	Joseph	M
Welch	Jack	N
Subler	Jackie	
Simpson	David	
Rodgers	Curt	
Roane	Scott	D
Mosley	Warren	P
Meeks	Aubry	
Knobt	Subia	I

Card Number	Facility Code
587	115
659	115

1. Click on a column header such as Last Name, First Name, Middle Initial, Card Number, Facility Code to Sort on that Column, in Ascending or Descending order, the Arrow will show if you are sorting Ascending or Descending, click the Arrow to reverse the order.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------

File Main View

Themes 2010 Black ▾

Preview Pane Layout Reset Select Columns

Navigation

Main

- Cardholders
- Cards
- Macros
- Alarms
- Events
- Tracking
- Mustering
- Maps

Hardware

Configuration

System

Cardholders System Status Alarms

Search (All cardholders) results: 28 items (1 currently selected)

Search for: First Name ▾ (All items)

Drag a column here to group by this column.

Last Name	First Name	Middle Initial
Wilson	Betty	J
Williams	Elliot	
Welcker	Joseph	M
Welch	Jack	N
Subler	Jackie	
Simpson	David	
Rodgers	Curt	
Roane	Scott	D
Mosley	Warren	P
Meeks	Aubry	
Knight	Subia	I

Card Number	Facility Code
587	115
659	115

1. To view additional columns of information from the database pertaining to Cardholders click the View pull down and Select Columns or Right Click and Select Columns.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------

File Main View

New Edit Delete Cardholder

Copy Paste Clipboard

Import Data Data

Reports Batch Print Badges Print Selected Badge(s) Preview Selected Badge(s) Print

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Main

Cardholders Cards Macros Alarms Events Tracking Mustering Maps

Hardware Configuration System

Cardholders System Status Alarms

Search (All cardholders) results: 28 items (1 currently selected).

Search for: First Name (All items)

Drag a column here to group by this column

Last Name	First Name	Middle Initial
Wilson	Betty	J
Williams	Elliot	
Welcker	Joseph	M
Welch	Jack	N
Subler	Jackie	
Simpson	David	
Rodgers	Curt	
Roane	Scott	D
Mosley	Warren	P
Meeks	Aubry	
Knight	Subia	I

Card Number	Facility Code
587	115
659	115

1. To view additional columns of information from the database pertaining to Cardholders click the View pull down and Select Columns or Right Click and Select Columns.

New Edit Delete Copy Paste Commands Track Cardholder Print Reports Print Badge Preview Badge Select Columns

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------

File Main View

New Edit Delete Card Copy Paste Clipboard Issue free pass to all cards Reports Batch Print Badges Print Selected Badge(s) Preview Selected Badge(s) Current Site: Class Demo Case - Main Site Site Filter Macros

Navigation

Main

Cardholders

Search (All cardholders)

Cardholder Active Date

Cardholder Expire Date

Company

Created By User

Date Created

Department

Last Modified

Last Modified By User

Notes

UserDate1

UserDate2

UserDate3

UserDate4

UserDate5

UserNumeric1

UserNumeric2

Card Number

587

659

Drag a column here to group by this column.

Last Name	Middle Initial	Vehicle Make	Color Vehicle	License Plate #
Wilson	J	Toyota	Brown	PIU-9512
Williams		Chrysler	Brown	SKPR
Welcker	M	Mercedes	Orange	ANM-568
Welch	N		Black	OK1E
Subler		Fiat	Brown	PAR-001
Simpson		Oldsmobile	Green	FLY-NUN
Rodgers		Lexus	Black	RR-1111
Roane	D			HCV-753
Mosley	P	Nissan		TUM-876
Meeks		Fiat	Red	JRM-4788
Knight	I	Ford	Brown	MYR-774

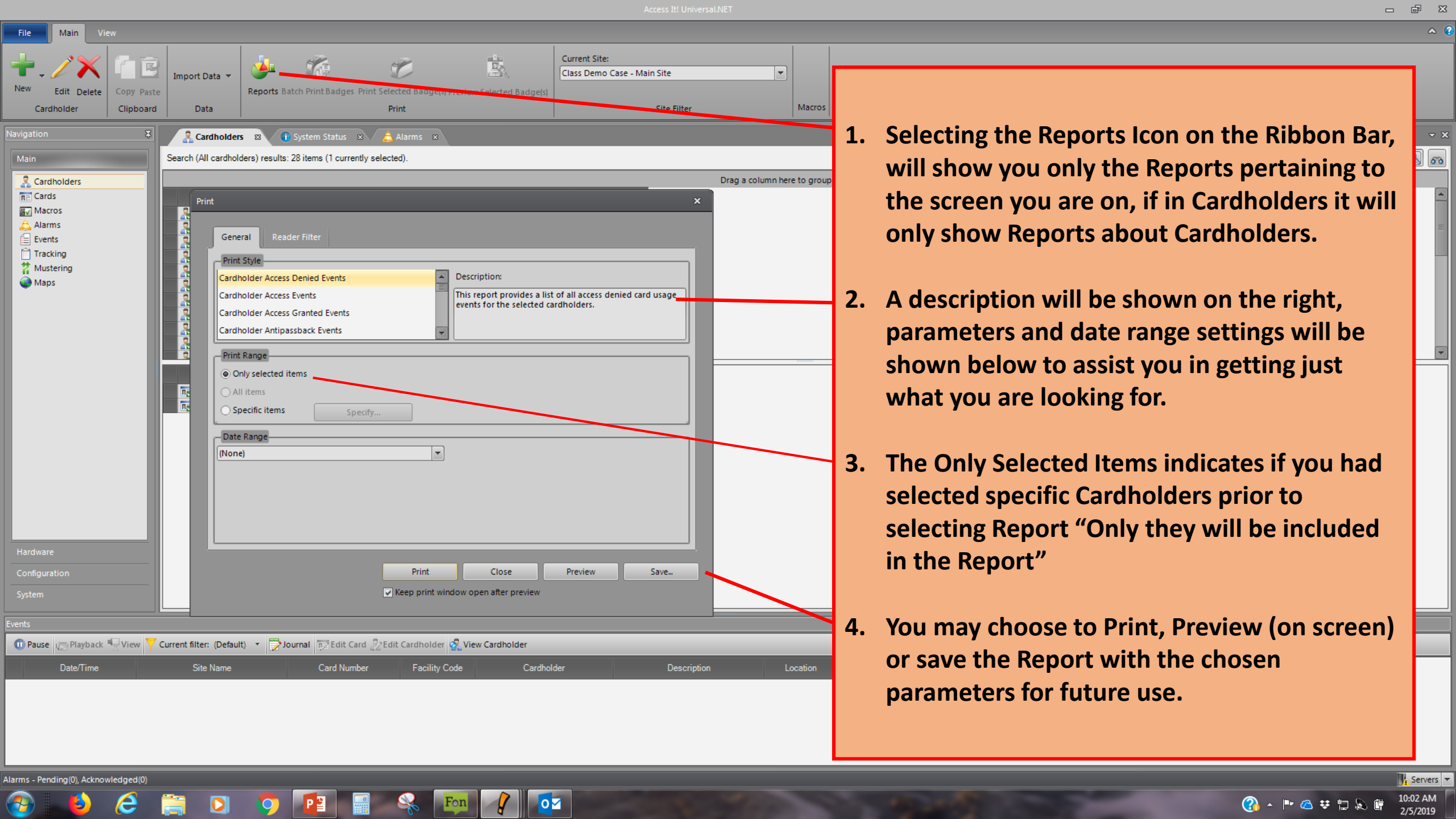
Search for: First Name (All items)

1. When the Columns available in your database are shown use Drag and Drop to put the column in the table. (I've chosen Vehicle Make, Color Vehicle, and License Plate # (your database may or may not contain those fields). Right Click on the column header to see the sort options. You can change the order of the columns using Drag and Drop.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
-----------	-----------	-------------	---------------	------------	-------------	----------



1. Selecting the Reports Icon on the Ribbon Bar, will show you only the Reports pertaining to the screen you are on, if in Cardholders it will only show Reports about Cardholders.
2. A description will be shown on the right, parameters and date range settings will be shown below to assist you in getting just what you are looking for.
3. The Only Selected Items indicates if you had selected specific Cardholders prior to selecting Report "Only they will be included in the Report"
4. You may choose to Print, Preview (on screen) or save the Report with the chosen parameters for future use.

File Main View

Print

Cardholder Access Events

Access It! Universal.NET

Cardholder is one of:
Wilson, Williams, Welch, Subler, Simpson, Rodgers, Roane, Mosley, Meeks, Knight, Knick, Jeffers, Herder, Gottlieb, Farnsworth, Durrant, Dowling,
Dotson, Donald, Davids, Carson, Carpenter, Cain, Brownley, Betts, Beasley, Barnard
Event Date is equal to: Last Month

Cardholder	Event Date	Card #(F/C)	Description	Location
Barnard, David W	1/31/2019 12:29:11 PM	659 (115)	Access Denied-Unknown Card	Employee Entrance
	1/31/2019 12:30:02 PM	659 (115)	Access Granted	Employee Entrance
	1/31/2019 12:30:42 PM	659 (115)	Access Granted	Employee Entrance
	1/31/2019 12:37:50 PM	659 (115)	Access Granted	Employee Entrance
Group Count: 4 Events				
Gottlieb, Tina G	1/31/2019 12:33:05 PM	1005 (115)	Access Denied-Unknown Card	Employee Entrance
	1/31/2019 12:33:17 PM	1005 (115)	Access Denied-Unknown Card	Employee Entrance
	1/31/2019 12:33:57 PM	1005 (115)	Access Granted	Employee Entrance
	1/31/2019 12:37:42 PM	1005 (115)	Access Granted	Employee Entrance
Group Count: 4 Events				
Knick, Craig E	1/31/2019 12:29:22 PM	305 (115)	Access Denied-Unknown Card	Employee Entrance
	1/31/2019 12:29:55 PM	305 (115)	Access Denied-Unknown Card	Employee Entrance
	1/31/2019 12:30:37 PM	305 (115)	Access Granted	Employee Entrance
	1/31/2019 12:37:56 PM	305 (115)	Access Granted	Employee Entrance
Group Count: 4 Events				
Rodgers, Curt	1/31/2019 12:37:38 PM	1008 (115)	Access Granted	Employee Entrance
Group Count: 1 Event				
Total Count: 13 Events				

Navigation

Main

Cardholder

Cards

Macro

Alarm

Events

Tracking

Muste

Maps

Hardware

Configuration

System

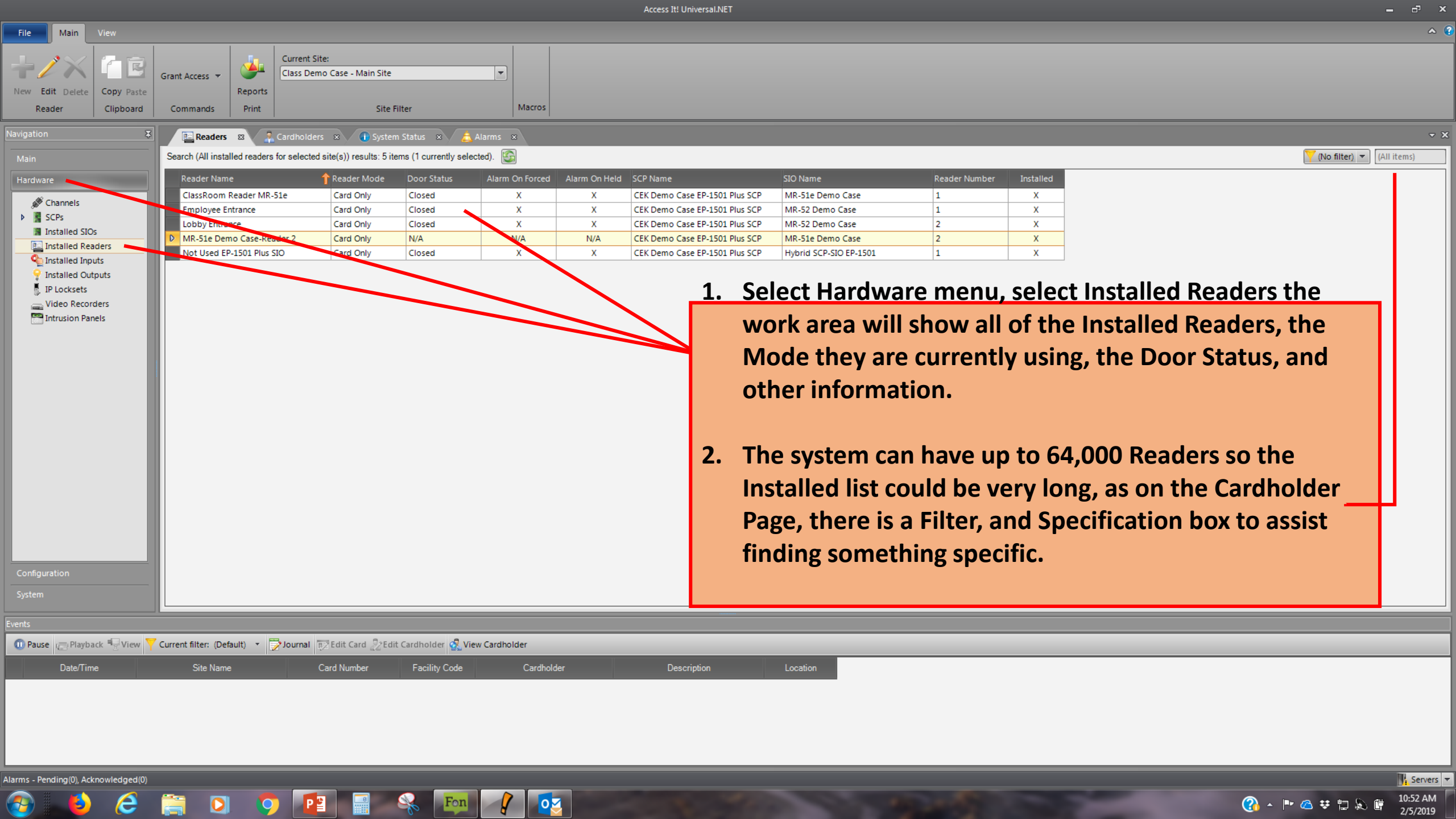
Events

Pause

Date

1. Here I selected the Report Cardholder Access Events, and the Date Range, Selected Preview, and it is showing the Report on screen.
2. Across the top of the Report it displays a tool bar allowing me to print the report see how many pages long the report is move to another page, export the report etc.
3. Notice the info in Blue in the body of the Report. If you have integrated your Video Recorder system with Access It! Universal.NET the Events having stored video will show the Link to the stored video. Click the Blue Link to see the Video directly from the Report.

Usage - Hardware



1. Select Hardware menu, select Installed Readers the work area will show all of the Installed Readers, the Mode they are currently using, the Door Status, and other information.
2. The system can have up to 64,000 Readers so the Installed list could be very long, as on the Cardholder Page, there is a Filter, and Specification box to assist finding something specific.

File Main View

New Edit Delete Reader Copy Paste Clipboard Grant Access Commands Reports Print

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Main

Hardware

- Channels
- SCPs
- Installed SIOs
- Installed Readers
- Installed Inputs
- Installed Outputs
- IP Locksets
- Video Recorders
- Intrusion Panels

Configuration

System

Readers Cardholders System Status Alarms

Search (All installed readers for selected site(s)) results: 5 items (1 currently selected).

Reader Name	Reader Mode	Door Status	Alarm On Forced	Alarm On Held	SCP Name	SIO Name	Reader Number	Installed
Employee Entrance	Card Only	Open	X	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	1	X

Open Doors (All items)

- (No filter)
- Closed Doors
- Open Doors
- Unsecured Doors
- Unlocked Doors

1. You may want to simply see the doors that are currently Closed, Open, Unsecured, Unlocked, etc.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..

File Main View

New Edit Delete Reader Copy Paste Clipboard Commands Reports Print

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Main

Hardware

- Channels
- SCPs
- Installed SIOs
- Installed Readers
- Installed Inputs
- Installed Outputs
- IP Locksets
- Video Recorders
- Intrusion Panels

Configuration

System

Readers Cardholders System Status Alarms

Search (All installed readers for selected site(s)) results: 5 items (1 currently selected).

Reader Name	Reader Mode	Door Status	Alarm On Forced	Alarm On Held	SCP Name	SIO Name	Reader Number	Installed
Employee Entrance	Card Only	Closed	X	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	1	X
Lobby Entrance	Card Only	Closed	X	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	2	X

1. You may wish to search by Name or Partial Name. Wild Cards are supported. Searching for a Reader of any name, space and second word beginning En, only returned those that were called something space Entrance. Learn to use Wildcard characters. You could search on a combination of Open, with a name of character set. Find items quickly.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..

Alarms - Pending(2), Acknowledged(0)

Servers

11:21 AM 2/5/2019

File Main View

New Edit Delete Reader Copy Paste Clipboard Reports

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Main

Hardware

- Channels
- SCPs
- Installed SIOs
- Installed Readers
- Installed Inputs
- Installed Outputs
- IP Locksets
- Video Recorders
- Intrusion Panels

Configuration

System

Grant Access

- Disable Reader
- Unlock Reader/Door
- Lock Reader/Door
- Set Mode to Facility Code Only
- Set Mode to Card Only
- Set Mode to PIN Only
- Set Mode to Card And PIN
- Set Mode to Card Or PIN
- Enable 2 Card Mode
- Disable 2 Card Mode
- Enable Cipher Mode
- Disable Cipher Mode
- Start Link Mode
- Abort Link Mode
- OSDP Passthrough
- Change Authentication Checks
- Disable Forced Open
- Enable Forced Open
- Disable Held Open
- Enable Held Open
- Request Reader Status

System Status Alarms

te(s)) results: 5 items (1 currently selected).

Reader Mode	Door Status	Alarm On Forced	Alarm On Held	SCP Name	SIO Name	Reader Number	Installed
Card Only	Closed	X	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	1	X
Card Only	Closed	X	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	2	X

1. Once you have found the Reader you wish to do something with, click on the Reader to Highlight it, then select the pull down arrow next to the Command Button on the Ribbon Bar, all of the Commands your Password is permitted to use will be displayed. Click on the Command you wish to perform.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..

Alarms - Pending(2), Acknowledged(0)

Servers

11:30 AM 2/5/2019

File Main View

New Edit Delete Reader Copy Paste Clipboard Commands Reports Print

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Main

Hardware

- Channels
- SCPs
- Installed SIOs
- Installed Readers
- Installed Inputs
- Installed Outputs
- IP Locksets
- Video Recorders
- Intrusion Panels

Configuration

System

Readers Cardholders System Status Alarms

Search (All installed readers for selected site(s)) results: 5 items (1 currently selected).

Reader Name	Reader Mode	Door Status	Alarm On Forced	Alarm On Held	SCP Name	SIO Name	Reader Num
Employee Entrance	Card Only	Closed	X	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	1
Lobby Entrance	Card Only	Closed	X	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	2

Set Reader Mode

Reader Name: Lobby Entrance

Reader Mode: Unlock Reader/Door

Duration

- ☒ Set mode permanently
- ☐ Set mode for 'x' minutes (1-16383 minutes): 5
- ☐ Set mode until time: 11:42 AM
- ☐ Cancel current temporary mode (restore to normal)

☐ Don't show this again

OK Cancel

1. After choosing the command, if there are options for the command, The Advanced Device Command window will appear allowing you to select your choices.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..

Alarms - Pending(2), Acknowledged(0)

Servers

File Main View

New Edit Delete Reader Copy Paste Clipboard Commands Reports Print

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Min Hardware

- Channels
- SCPs
- Installed SIOs
- Installed Readers
- Installed Inputs
- Installed Outputs
- IP Locksets
- Video Recorders
- Intrusion Panels

Configuration System

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Search (All installed readers for selected site(s)) results: 5 items (1 currently selected).

Reader Name	Reader Mode	Door Status	Alarm On Forced	Alarm On Held	SCP Name	SIO Name	Reader Number	Installed
Employee Entrance	Card Only	Closed	X	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	1	X
Lobby Entrance	Card Only	Closed	X	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	2	X

Set Reader Mode

Reader Name: Lobby Entrance

Reader Mode: Unlock Reader/Door

Duration:

- ☒ Set mode permanently
- ☐ Set mode for 'x' minutes (1-16383 minutes): 5
- ☐ Set mode until time: 11:42 AM
- ☐ Cancel current temporary mode (restore to normal)

☐ Don't show this again

OK Cancel

1. If you check the Don't Show this again, box the system will assume that every time you choose that command you want to use the settings you used when you checked the Don't show this again and not allow you to see the box.

2. If you have this happen use the File pull down menu, choose Options, and Checkmark the Show Advanced Device Commands box again, then Login to Activate the Change.

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..

Alarms - Pending(2), Acknowledged(0)

Servers

File Main View

New Edit Delete Reader Copy Paste Clipboard Commands Reports Print

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Main

Hardware

- Channels
- SCPs
- Installed SIOs
- Installed Readers
- Installed Inputs
- Installed Outputs
- IP Locksets
- Video Recorders
- Intrusion Panels

Configuration

System

Readers Cardholders System Status Alarms

Search (All installed readers for selected site(s)) results: 5 items (1 currently selected).

Reader Name	Reader Mode	Door Status	Alarm On Forced	Alarm On Held	SCP Name	SIO Name	Reader Number	Installed
Employee Entrance	Card Only	Closed	X	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	1	X
Lobby Entrance	Unlocked	Closed	X	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	2	X

After choosing a command the screen will once again show the Readers as before, but you will see the result of the command in the Reader Mode column.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..

File Main View

New Edit Delete Reader Copy Paste Clipboard Commands Reports Print

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Main

Hardware

- Channels
- SCPs
- Installed SIOs
- Installed Readers
- Installed Inputs
- Installed Outputs
- IP Locksets
- Video Recorders
- Intrusion Panels

Configuration

System

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..

Alarms - Pending(2), Acknowledged(0)



Using the Reports Icon while on the Reader screen, will show only those Reports pertaining to Readers, a Description of the Report you have Highlighted, and the Options below, with the ability to Print, Preview, or Save the Report.

File Main View

New Edit Delete Input Copy Paste Clipboard Commands Reports Print

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Main

Hardware

- Channels
- SCPs
- Installed SIOs
- Installed Readers
- Installed Inputs**
- Installed Outputs
- IP Locksets
- Video Recorders
- Intrusion Panels

Configuration

System

Outputs Inputs Readers Cardholders System Status Alarms

Search (All installed inputs for selected site(s)) results: 6 items (1 currently selected).

Input Name	Input Status	Enabled	SCP Name	SIO Name	Input Number	Installed
MR-51e Demo Case-Input 3	Secure	X	CEK Demo Case EP-1501 Plus SCP	MR-51e Demo Case	3	X
MR-51e Demo Case-Input 4	Secure	X	CEK Demo Case EP-1501 Plus SCP	MR-51e Demo Case	4	X
Switch 1 - Input 5	Secure	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	5	X
Switch 2 - Input 6	Secure	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	6	X
Switch 3 - Input 7 - LockDown	Secure	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	7	X
Switch 4 - Input 8 - Resume Operatio...	Secure	X	CEK Demo Case EP-1501 Plus SCP	MR-52 Demo Case	8	X

(No filter)

Selecting one of the other categories from the Hardware menu such as Installed Inputs, Outputs etc. will operate in a similar fashion as the Readers, Items not Licensed or your Password is prohibited from using will not be shown on the menu.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..

Alarms - Pending(2), Acknowledged(0)

Usage - Configuration

File Main View

New Edit Delete Item Copy Paste Clipboard Refresh Reports Print Commands Site Filter Macros

Current Site: Class Demo Case - Main Site

Navigation

Main

Hardware

Configuration

- Card Groups
- Access Levels
- Floor Codes
- Intervals
- Timezones
- Holidays
- Badge Types
- User Groups
- Users
- Reports
- Map Designer
- Recipients
- Data Exchange Packages
- Alarm/Event Filters

System

System Status

System Statistics

- Total Cards (29)
- Active Cards (29)
- Installed SCPs (1)
- Installed SIOs (3)
- Installed Readers (5)
- Installed Inputs (6)
- Installed Outputs (6)
- Unlocked Doors (0)

System Warnings

- Pending Alarms (2)
- Unsecured Doors (0)
- Unsecured Inputs (0)
- Offline SCPs (0)
- Offline SIOs (0)

Today's Scheduled Events

- Card Activations (0)
- Card Deactivations (0)

CKNICK-PC (Default)

Server Version	6.4.0.4
Dongle Status	OK
Serial Number	65600
Key Revision	10
Max Sites	1000
Max SCPs	1000
Workstations	1/30
DVR Integration	1/10
Intercom Integration	0/10
Intrusion Panels	0/10
Email/Paging Integration	Yes
Report Designer	No
MR-52 Alternate Wiring	Yes
ID Badging	Yes
Biometric Support	Yes
Encoder Support	Yes
Barcode Support	No
Terminal Server Support	Yes
Web Client Support	Yes
Regional Server Support	No
Time And Attendance	Yes
Import/Export	Yes
Companies	Yes
OEM Codes	772.4352
IP Locksets Enabled	Yes
Integrated Reader Count	0/5
Data Exchange Packages	Yes
Mercury Plus/PRO Hardware	Yes

The Configuration menu, allows you to configure or view existing Access Levels, Time Intervals, Timezones, Reports etc.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..

Alarms - Pending(2), Acknowledged(0)

Servers



File Main View

New Edit Delete Report Copy Paste Clipboard Reports Print Site Filter Macros

Current Site:
Class Demo Case - Main Site

Navigation

Main

Hardware

Configuration

- Card Groups
- Access Levels
- Floor Codes
- Intervals
- Timezones
- Holidays
- Badge Types
- User Groups
- Users
- Reports**
- Map Designer
- Recipients
- Data Exchange Packages
- Alarm/Event Filters

System

Search (All reports) results: 83 items (1 currently selected).

Report Name	Report Description
Access By Access Level	This report provides a list of all cardholders and cards that have been assigned the selected access levels.
Access By IP Lockset	This report provides a list of cardholders and cards that have access to the selected IP locksets. This report includes t...
Access By Reader	This report provides a list of cardholders and cards that have access to the selected readers. This report includes the...
Access Level Listing	This report provides a list of the selected access levels and their various properties.
Access Levels By IP Lockset	This report provides a list of all access levels that contain the selected IP locksets. This report includes the timezone t...
Access Levels By Reader	This report provides a list of all access levels that contain the selected readers. This report includes the timezone/flo...
Active Card Listing	This report provides a list of all active cards, along with the access levels and precision access assigned to the cards.
Alarm Listing	This report provides a list of alarms for the selected events as well as who acknowledged them and who cleared them.
Alarm Zone History	This report provides a list of all activity associated with the selected alarm zones. The report includes all input and re...
Alarm Zone Listing	This report provides a list of all selected alarm zones. This report includes all points and point types as well as tasks f...
Card Access Denied Events	This report provides a list of all access denied card usage events for the selected cards.
Card Access Events	This report provides a list of all access card usage events for the selected cards.
Card Access Granted Events	This report provides a list of all access granted card usage events for the selected cards.
Card Antipassback Events	This report provides a list of all antipassback events for the selected cards. The report includes both access grants an...
Card Audit History	This report provides a list of all card database update events for the selected cards.
Card Group Listing	This report provides a list of the selected card groups and their various properties.
Card History	This report provides a list of all history for the selected cards. This report includes all database updates as well as all...
Card Listing	This report provides a list of the selected cards, along with the access levels and precision access assigned to the cards.
Card Status Listing	This report provides a list of status information for the selected cards. The report includes cardholder, card number, f...
Cardholder Access Denied Events	This report provides a list of all access denied card usage events for the selected cardholders.
Cardholder Access Events	This report provides a list of all access card usage events for the selected cardholders.
Cardholder Access Granted Events	This report provides a list of all access granted card usage events for the selected cardholders.
Cardholder Antipassback Events	This report provides a list of all antipassback events for the selected cardholders. The report includes both access gr...
Cardholder Audit History	This report provides a list of all cardholder and card database update events for the selected cardholders.
Cardholder History	This report provides a list of all history for the selected cardholders. This report includes all database updates as well...
Cardholder IP Lockset Access	This report provides a list of all IP locksets that the selected cardholders have access to. This report includes the time...
Cardholder Listing	This report provides a list of the selected cardholders, along with all cards issued to the cardholders. This report also...
Cardholder Photo Gallery	This report provides a list of cardholder names and photos.
Cardholder Reader Access	This report provides a list of all readers that the selected cardholders have access to. This report includes the timezo...

The Configuration menu, Reports selection shows all available Reports in the system. Provides a brief description of each report next to the report. When a Report is selected a Wizard will assist you to make selections to get the specific information you want included in the Report.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..

Alarms - Pending(2), Acknowledged(0)

Servers

File Main View

New Edit Delete Report Copy Paste Print

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Main

Hardware

Configuration

- Card Groups
- Access Levels
- Floor Codes
- Intervals
- Timezones
- Holidays
- Badge Types
- User Groups
- Users
- Reports**
- Map Designer
- Recipients
- Data Exchange Packages
- Alarm/Event Filters

System

Reports

Search (All reports) results: 83 items (1 currently selected).

Report Name	Rep
Access By Access Level	This
Access By IP Lockset	This
Access By Reader	This
Access Level Listing	This
Access Levels By IP Lockset	This
Access Levels By Reader	This
Active Card Listing	This
Alarm Listing	This
Alarm Zone History	This
Alarm Zone Listing	This
Card Access Denied Events	This
Card Access Events	This
Card Access Granted Events	This
Card Antipassback Events	This
Card Audit History	This
Card Group Listing	This
Card History	This
Card Listing	This
Card Status Listing	This
Cardholder Access Denied Events	This
Cardholder Access Events	This
Cardholder Access Granted Events	This
Cardholder Antipassback Events	This
Cardholder Audit History	This
Cardholder History	This
Cardholder IP Lockset Access	This
Cardholder Listing	This
Cardholder Photo Gallery	This
Cardholder Reader Access	This

Card Access Events

Select the sites that you want to include in the report:

(System Events)
Class Demo Case - Main Site

Back Next Cancel

Here I chose the Card Access Events report and the wizard starts by asking me to move the Sites I want included in the report. I have the System Events, and the Class Demo Case Sites moved to the right window to select those Sites.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..

File Main View

New Edit Delete Report Copy Paste Print

Current Site: Class Demo Case - Main Site

Site Filter Macros

Navigation

Main Hardware Configuration

- Card Groups
- Access Levels
- Floor Codes
- Intervals
- Timezones
- Holidays
- Badge Types
- User Groups
- Users
- Reports**
- Map Designer
- Recipients
- Data Exchange Packages
- Alarm/Event Filters

System

Reports System Status

Search (All reports) results: 83 items (1 currently selected).

Report Name	Rep
Access By Access Level	This
Access By IP Lockset	This
Access By Reader	This
Access Level Listing	This
Access Levels By IP Lockset	This
Access Levels By Reader	This
Active Card Listing	This
Alarm Listing	This
Alarm Zone History	This
Alarm Zone Listing	This
Card Access Denied Events	This
Card Access Events	This
Card Access Granted Events	This
Card Antipassback Events	This
Card Audit History	This
Card Group Listing	This
Card History	This
Card Listing	This
Card Status Listing	This
Cardholder Access Denied Events	This
Cardholder Access Events	This
Cardholder Access Granted Events	This
Cardholder Antipassback Events	This
Cardholder Audit History	This
Cardholder History	This
Cardholder IP Lockset Access	This
Cardholder Listing	This
Cardholder Photo Gallery	This
Cardholder Reader Access	This

Card Access Events

Select the date range that you want to appear on the report:

Date Range

- Last Month
- This Month
- This Quarter
- This Year
- Last Week
- Last Month**
- Last Quarter

Back Next Cancel

When I chose the Next button the wizard prompts me for the Date Range I want included in the Report.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..

File Main View

New Edit Delete Report Copy Paste Print Site Filter Macros

Current Site:
Class Demo Case - Main Site

Navigation

Main Hardware Configuration

- Card Groups
- Access Levels
- Floor Codes
- Intervals
- Timezones
- Holidays
- Badge Types
- User Groups
- Users
- Reports
- Map Designer
- Recipients
- Data Exchange Packages
- Alarm/Event Filters

System

Reports System Status

Search (All reports) results: 83 items (1 currently selected).

Report Name

Access By Access Level	This
Access By IP Lockset	This
Access By Reader	This
Access Level Listing	This
Access Levels By IP Lockset	This
Access Levels By Reader	This
Active Card Listing	This
Alarm Listing	This
Alarm Zone History	This
Alarm Zone Listing	This
Card Access Denied Events	This
Card Access Events	This
Card Access Granted Events	This
Card Antipassback Events	This
Card Audit History	This
Card Group Listing	This
Card History	This
Card Listing	This
Card Status Listing	This
Cardholder Access Denied Events	This
Cardholder Access Events	This
Cardholder Access Granted Events	This
Cardholder Antipassback Events	This
Cardholder Audit History	This
Cardholder History	This
Cardholder IP Lockset Access	This
Cardholder Listing	This
Cardholder Photo Gallery	This
Cardholder Reader Access	This

Card Access Events

Select the card(s) that you want to appear on the report:

☐ All
☒ Selected (Specify):

Find items that match these criteria:

☒ Card Group is equal to: Front Office Workers

Field: Card Group Active Date Antipassback Exempt Badge Type Card Group Card Number Card Status

Condition: is equal to

Value: Front Office Workers

Add to List

Back Next Cancel

Using Next again, the wizard prompts me to choose the Card(s) I want included in the Report. This is similar to using the binocular icon when searching for multiple items in the Cardholder screen.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..

File Main View

New Edit Delete Report Copy Paste Clipboard Reports Print Site Filter Macros

Current Site:
Class Demo Case - Main Site

Navigation

Main

Hardware

Configuration

- Card Groups
- Access Levels
- Floor Codes
- Intervals
- Timezones
- Holidays
- Badge Types
- User Groups
- Users
- Reports**
- Map Designer
- Recipients
- Data Exchange Packages
- Alarm/Event Filters

System

Reports System Status

Search (All reports) results: 83 items (1 currently selected).

Report Name	Rep
Access By Access Level	This
Access By IP Lockset	This
Access By Reader	This
Access Level Listing	This
Access Levels By IP Lockset	This
Access Levels By Reader	This
Active Card Listing	This
Alarm Listing	This
Alarm Zone History	This
Alarm Zone Listing	This
Card Access Denied Events	This
Card Access Events	This
Card Access Granted Events	This
Card Antipassback Events	This
Card Audit History	This
Card Group Listing	This
Card History	This
Card Listing	This
Card Status Listing	This
Cardholder Access Denied Events	This
Cardholder Access Events	This
Cardholder Access Granted Events	This
Cardholder Antipassback Events	This
Cardholder Audit History	This
Cardholder History	This
Cardholder IP Lockset Access	This
Cardholder Listing	This
Cardholder Photo Gallery	This
Cardholder Reader Access	This

Card Access Events

Select the event location(s) that you want to appear on the report:

☐ All Event Locations
☒ Selected Event Locations

Knick, First Name E

Knight, First Name J

Knight, Sylvia J

Knotts, Don

Lobby Door & Employee Door - SIO-01

Lockdown

Lockdown -

LockDown - Disable Timezone Task Execution

Lockdown - Disable Timezones

LockDown - SW3

Lounge Door - MR-51e SIO

Marvin, Lee

Meeks, Aubry

Meeks, First Name

Moore, Roger

Mosley, First Name P

Mosley, Warren P

>>>><<<<

Lobby Door - MR-52 - SIO 01 - RDR 1
Lobby Door & Employee Door - SIO-01-Input 7
Lobby Door & Employee Door - SIO-01-Input 8
Lobby Entrance

Back Next Cancel

Next the wizard prompts me for the Locations I want included in the Report. Those on the Right are what I have selected.

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..

File Main View

New Edit Delete Copy Paste Reports Print Site Filter Macros

Navigation

Main

Hardware

Configuration

- Card Groups
- Access Levels
- Floor Codes
- Intervals
- Timezones
- Holidays
- Badge Types
- User Groups
- Users
- Reports
- Map Designer
- Recipients
- Data Exchange Packages
- Alarm/Event Filters

System

Events

Pause Playback View Current filter: (Default) Journal Edit Card Edit Cardholder View Cardholder

Alarms - Pending(2), Acknowledged(0)

Reports

Search (All reports) results: 83 items (1 currently selected).

Report Name	Report
Access By Access Level	This
Access By IP Lockset	This
Access By Reader	This
Access Level Listing	This
Access Levels By IP Lockset	This
Access Levels By Reader	This
Active Card Listing	This
Alarm Listing	This
Alarm Zone History	This
Alarm Zone Listing	This
Card Access Denied Events	This
Card Access Events	This
Card Access Granted Events	This
Card Antipassback Events	This
Card Audit History	This
Card Group Listing	This
Card History	This
Card Listing	This
Card Status Listing	This
Cardholder Access Denied Events	This
Cardholder Access Events	This
Cardholder Access Granted Events	This
Cardholder Antipassback Events	This
Cardholder Audit History	This
Cardholder History	This
Cardholder IP Lockset Access	This
Cardholder Listing	This
Cardholder Photo Gallery	This
Cardholder Reader Access	This

Card Access Events

Select a destination for this report:

☒ Screen
☐ Printer

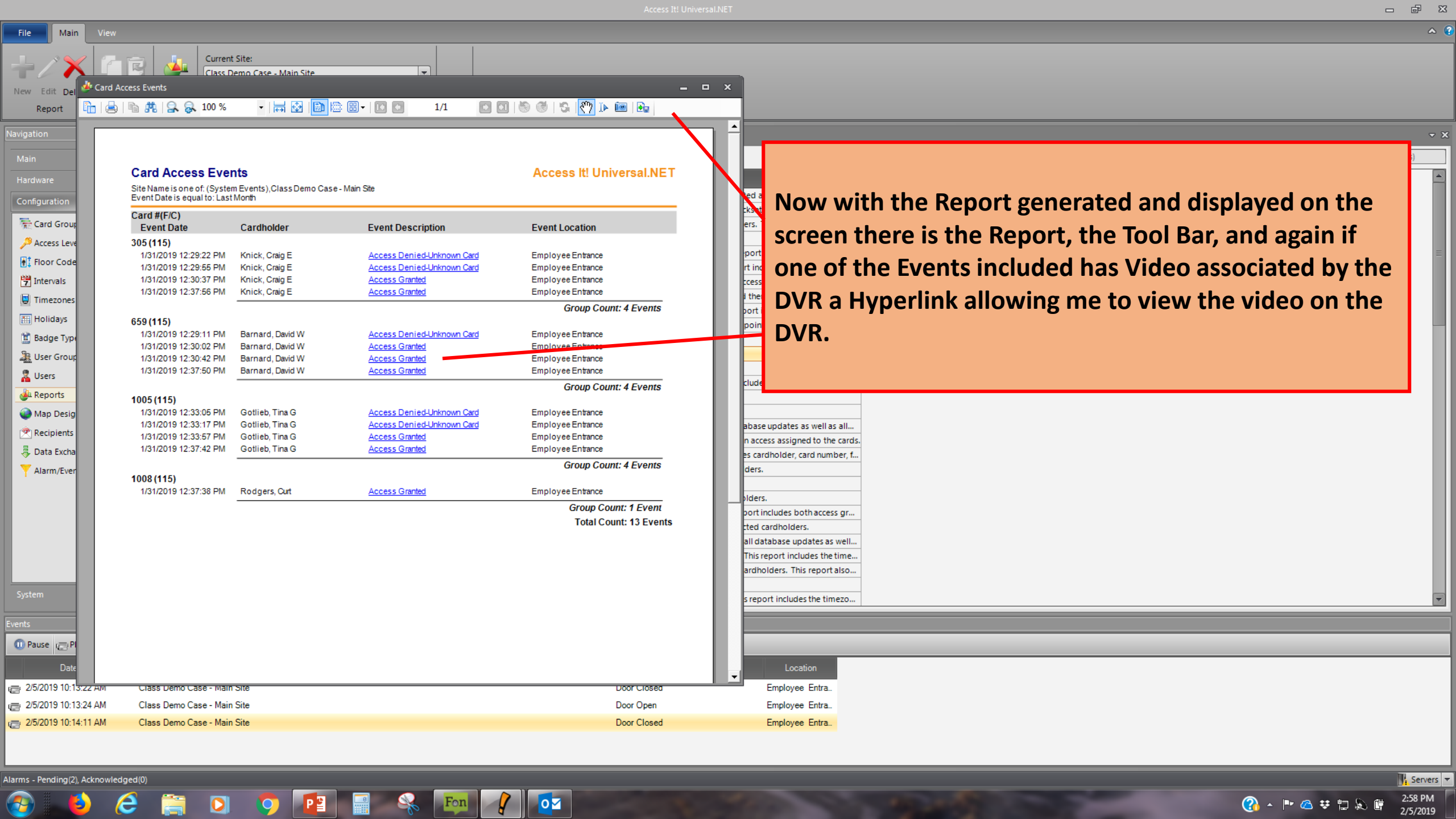
Save Report...

Back Finish Cancel

Next the wizard prompts me to either put the Report on the screen or send it to the Printer, I can Save the Report for future use.

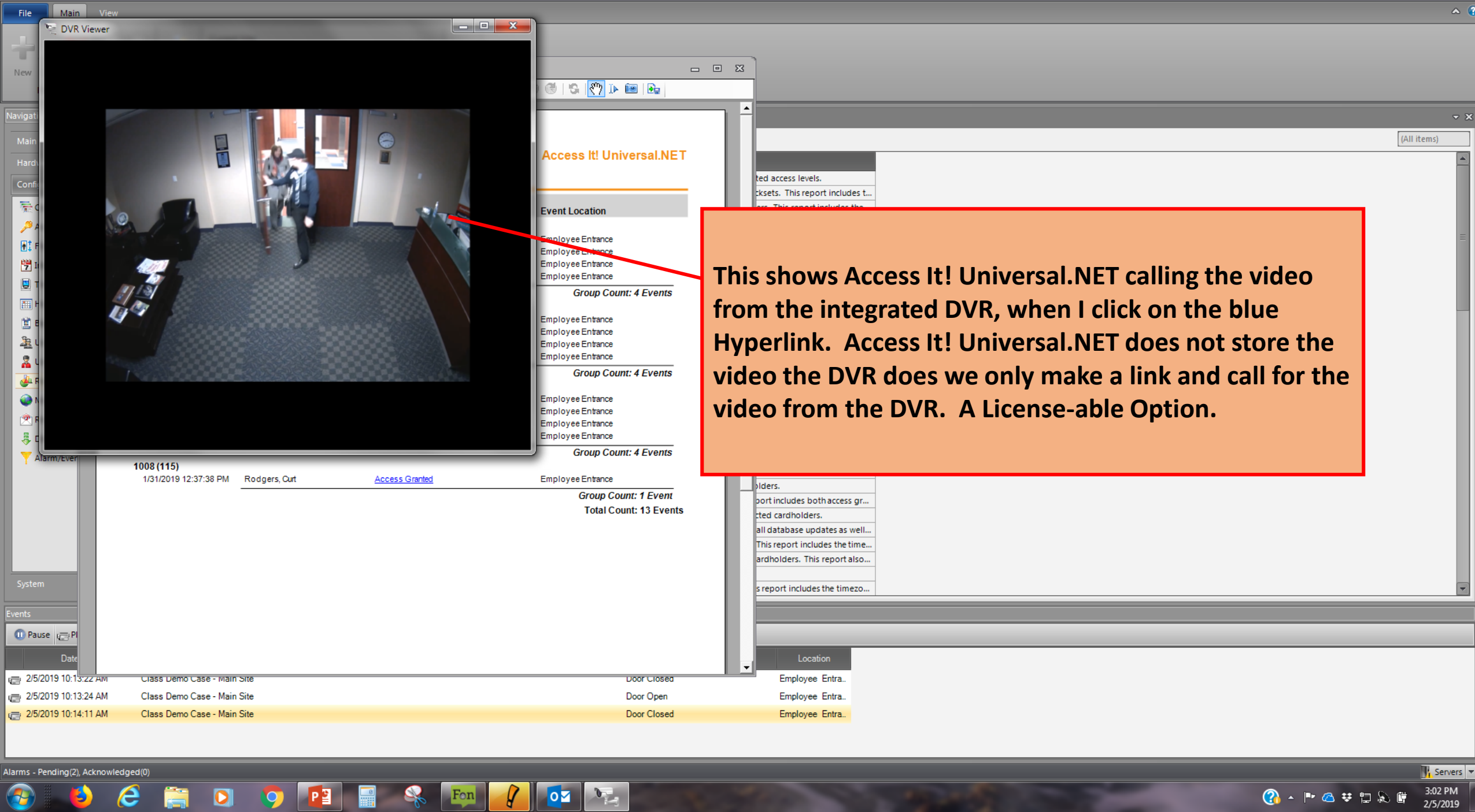
When ready I can use the Finish button to produce the Report.

Date/Time	Site Name	Card Number	Facility Code	Cardholder	Description	Location
2/5/2019 10:13:22 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..
2/5/2019 10:13:24 AM	Class Demo Case - Main Site				Door Open	Employee Entra..
2/5/2019 10:14:11 AM	Class Demo Case - Main Site				Door Closed	Employee Entra..



Now with the Report generated and displayed on the screen there is the Report, the Tool Bar, and again if one of the Events included has Video associated by the DVR a Hyperlink allowing me to view the video on the DVR.

DVR Viewer



Access It! Universal.NET

Event Location

- Employee Entrance
- Employee Entrance
- Employee Entrance
- Employee Entrance

Group Count: 4 Events

- Employee Entrance
- Employee Entrance
- Employee Entrance
- Employee Entrance

Group Count: 4 Events

- Employee Entrance
- Employee Entrance
- Employee Entrance
- Employee Entrance

Group Count: 4 Events

- Employee Entrance
- Employee Entrance
- Employee Entrance
- Employee Entrance

Group Count: 1 Event

Total Count: 13 Events

1008 (115)

1/31/2019 12:37:38 PM Rodgers, Curt [Access Granted](#) Employee Entrance

System

Events

2/5/2019 10:13:22 AM Class Demo Case - Main Site Door Closed Employee Entra..

2/5/2019 10:13:24 AM Class Demo Case - Main Site Door Open Employee Entra..

2/5/2019 10:14:11 AM Class Demo Case - Main Site Door Closed Employee Entra..

Alarms - Pending(2), Acknowledged(0)

Servers

This shows Access It! Universal.NET calling the video from the integrated DVR, when I click on the blue Hyperlink. Access It! Universal.NET does not store the video the DVR does we only make a link and call for the video from the DVR. A License-able Option.