



 **HEDSAM X**

The new-generation  
access control system

# **Hedsam X**

## **User manual, KV12**



### **Filters**



Oy Hedengren Security Ab | Lauttasaarentie 50 | 00200 Helsinki  
[www.hedengrensecurity.fi](http://www.hedengrensecurity.fi)

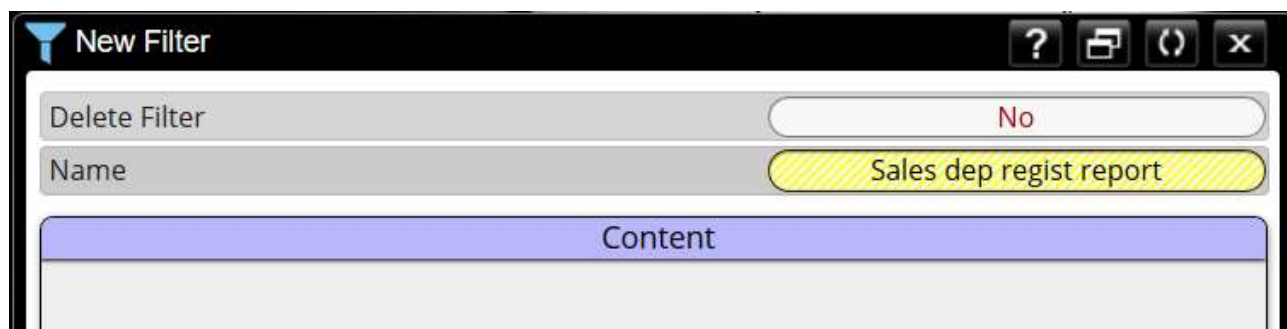
## KV12\_HEDSAM X-WEB MANUAL\_v1.2\_FI.

### Creating a filter


Click on the main menu on the "Hedengren" icon.		 Filters
And from the menu select "Filters".		

In the window that opens click "Create new"	
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A new window "New Filter" opens. Enter a name. In this example we call it "Sales dep regist report" for report of the registrations of the persons in the sales department.




The "New Filter" window is shown. It has a title bar with a funnel icon and the text "New Filter". Below the title bar are four buttons: "?", a square icon, "()", and "x". The window contains a "Delete Filter" button and a text field with the value "No". Below this is a "Name" label and a text field with the value "Sales dep regist report". At the bottom is a "Content" label and a large empty text area.

From the main menu  select "Doors". Now you can drag and drop the doors to the filter with the left mouse button. In this example we select the Main entrance and the Meeting room .



The "New Filter" window is shown again. It has the same title bar and buttons as before. The "Delete Filter" button is still there, and the text field still has "No". The "Name" label and text field still have "Sales dep regist report". The "Content" label is now followed by a list of doors. The list is titled "Doors" and contains two items: "Main entrance" and "Meeting room". Each item has a small blue square icon to its left and a red "x" button to its right.



Click on persons  and now you can drag and drop persons to the filter with the left mouse button. In this example we select Person and Person 2



With this filter we can go to the report menu and by clicking on this filter we get a easy and quick access to the registrations report of the 2 persons at the sales department and the 2 doors specified. In the Report menu you can select a time frame for the report.