



 **HEDSAM X**

The new-generation  
access control system

# **Hedsam X**

## **User manual, RA 3**



## **Registrations report**



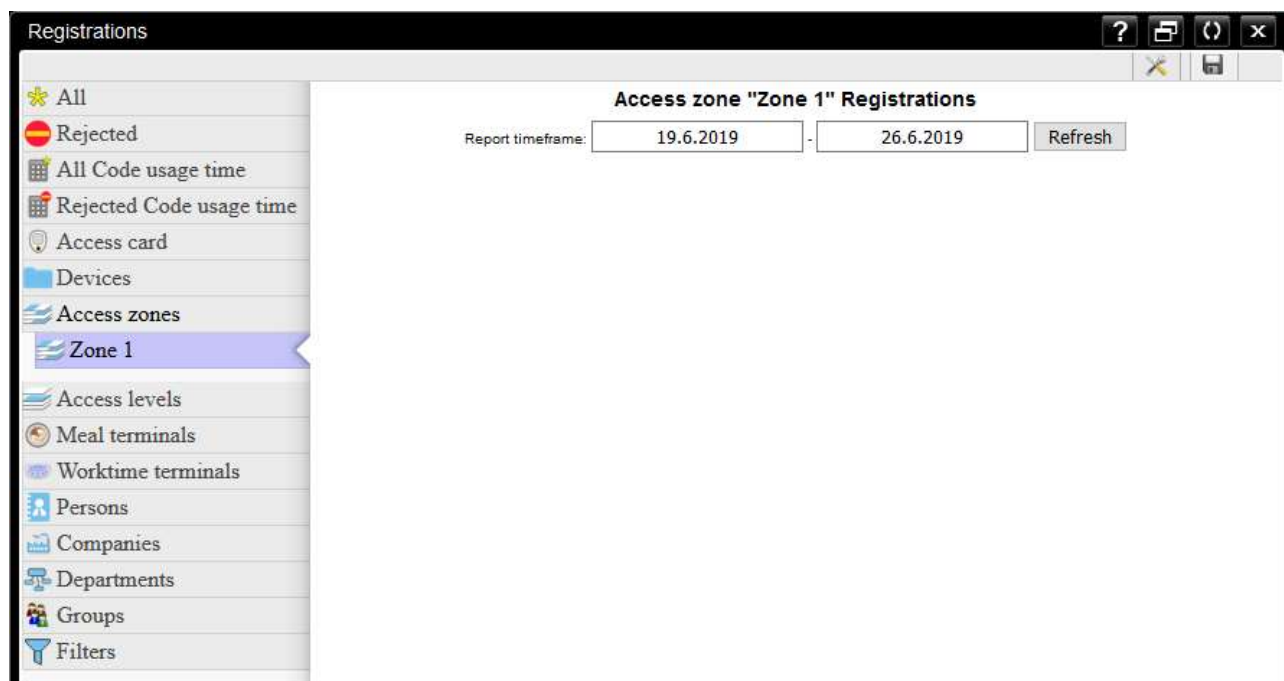
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## RA03\_HEDSAM X-WEB MANUAL\_v1.2\_FI.

### Kulkuraportti

Click on the main menu "Hedengren" icon.		<b>Reports</b>
And from the menu select "Reports".		
In the window that opens click "Registrations".		 <b>Registrations</b>

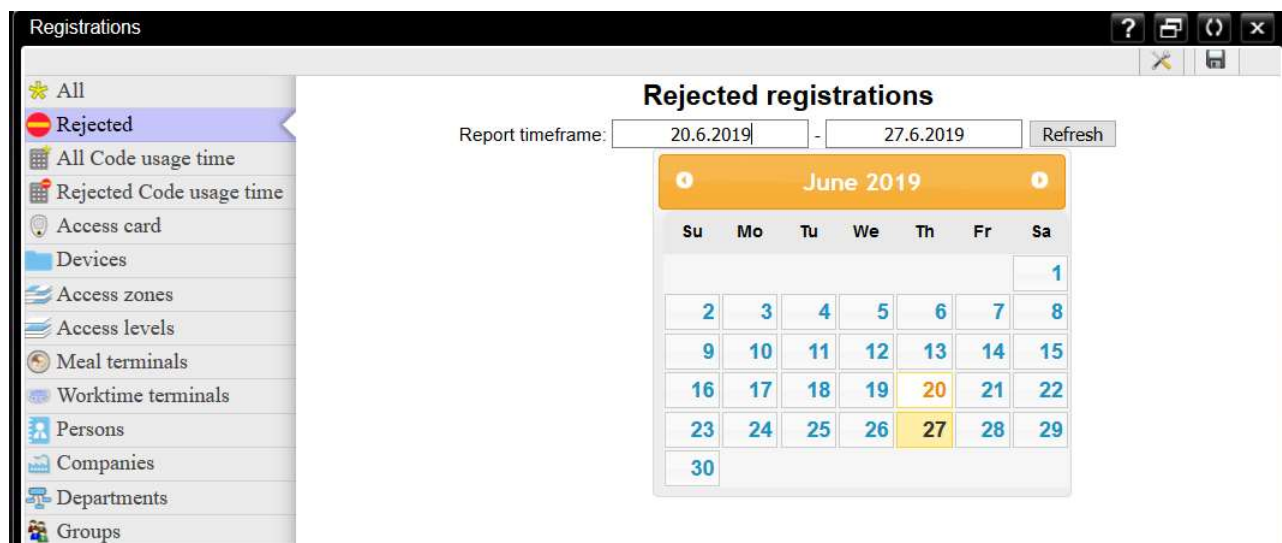
In the window that opens you can select a report with different criterias from the left menu. The first is "All", and then you can specify the time frame for the report.



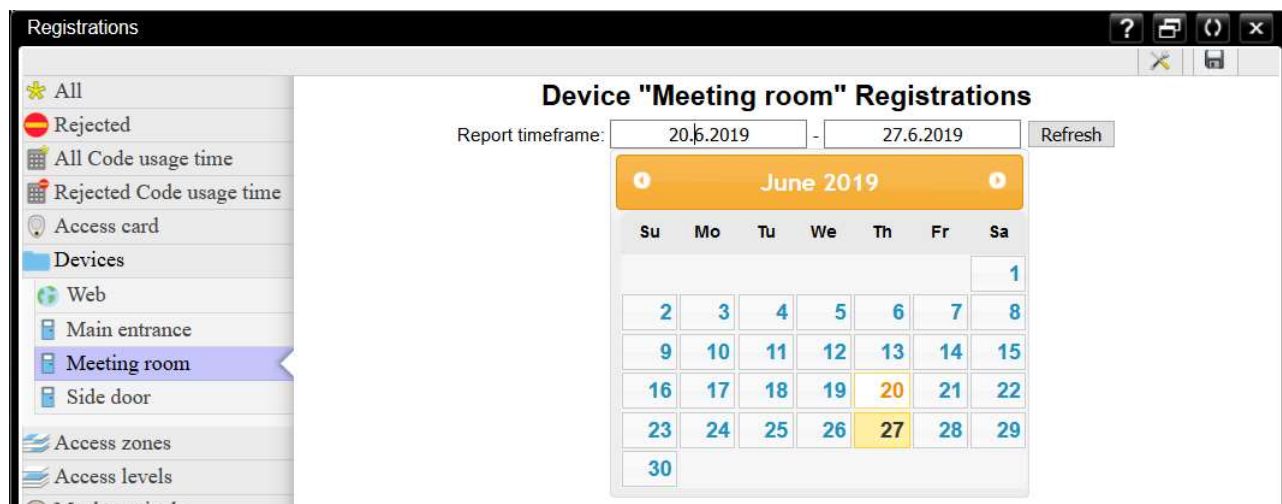
Other search criteria for registrations are : rejected, rejected during code using time, by access card, by device (door/lift), access zone, access level, worktime terminals and by Persons, Companies, Departments Groups and the filters that can be created (see manual KV12\_HEDSAM X-WEB MANUAL\_Filters )

Below a few examples:

Rejected registrations: the date can be chosen from a calendar by clicking in the timeframe field.



An example of a report search from a single door.



An example of a report search for a certain person. In this window you can also add a worktime registration to the person by clicking “Add new registration”

**Registrations**

**Person "Guard, Mr Security" Registrations**

Report timeframe: 20.6.2019 - 27.6.2019

20.06.2019 (Thursday) 0pcs	<input type="button" value="Add new registration"/>
21.06.2019 (Friday) 0pcs	<input type="button" value="Add new registration"/>
22.06.2019 (Saturday) 0pcs	<input type="button" value="Add new registration"/>
23.06.2019 (Sunday) 0pcs	<input type="button" value="Add new registration"/>
24.06.2019 (Monday) 0pcs	<input type="button" value="Add new registration"/>
25.06.2019 (Tuesday) 0pcs	<input type="button" value="Add new registration"/>
26.06.2019 (Wednesday) 0pcs	<input type="button" value="Add new registration"/>
27.06.2019 (Thursday) 0pcs	<input type="button" value="Add new registration"/>

**Left sidebar menu:**


- All
- Rejected
- All Code usage time
- Rejected Code usage ...
- Access card
- Devices
- Access zones
- Access levels
- Meal terminals
- Worktime terminals
- Persons
  - Guard, Mr Security
  - Kokeilija, Kaisa
  - Manager, John
  - Person 2. New 2

A window opens where you can enter direction, date, time, absence code etc.

**Add new registration**

Person	Guard, Mr Security
Device	Unknown
Direction	! Nothing
Date	20.06.2019
Time	08:00
Job number	
Info	
Absence code	Nothing
Date of return	
Time of return	
Update absence status	Yes
Recalculate worktime	Yes

**Rows with exclamation mark and red striping must have their values changed before saving**

Reports can be printed by clicking on this icon  up on the right.