Running Reports

List the reports in a relative way to the users like; if someone was denied access, how to figure out which reader or who has been getting into this reader and who hasn't or list of people that have this access level etc.

There are four commonly run reports listed here, you will have access to many more reports but these reports should help in your day to day work.

Access Denial Events, by Reader: badge swipes that did not allow entry by specific reader. For example, if an individual let you know they tried their card and could not get into the building.

All Events Over Time: A listing of all event types over time.

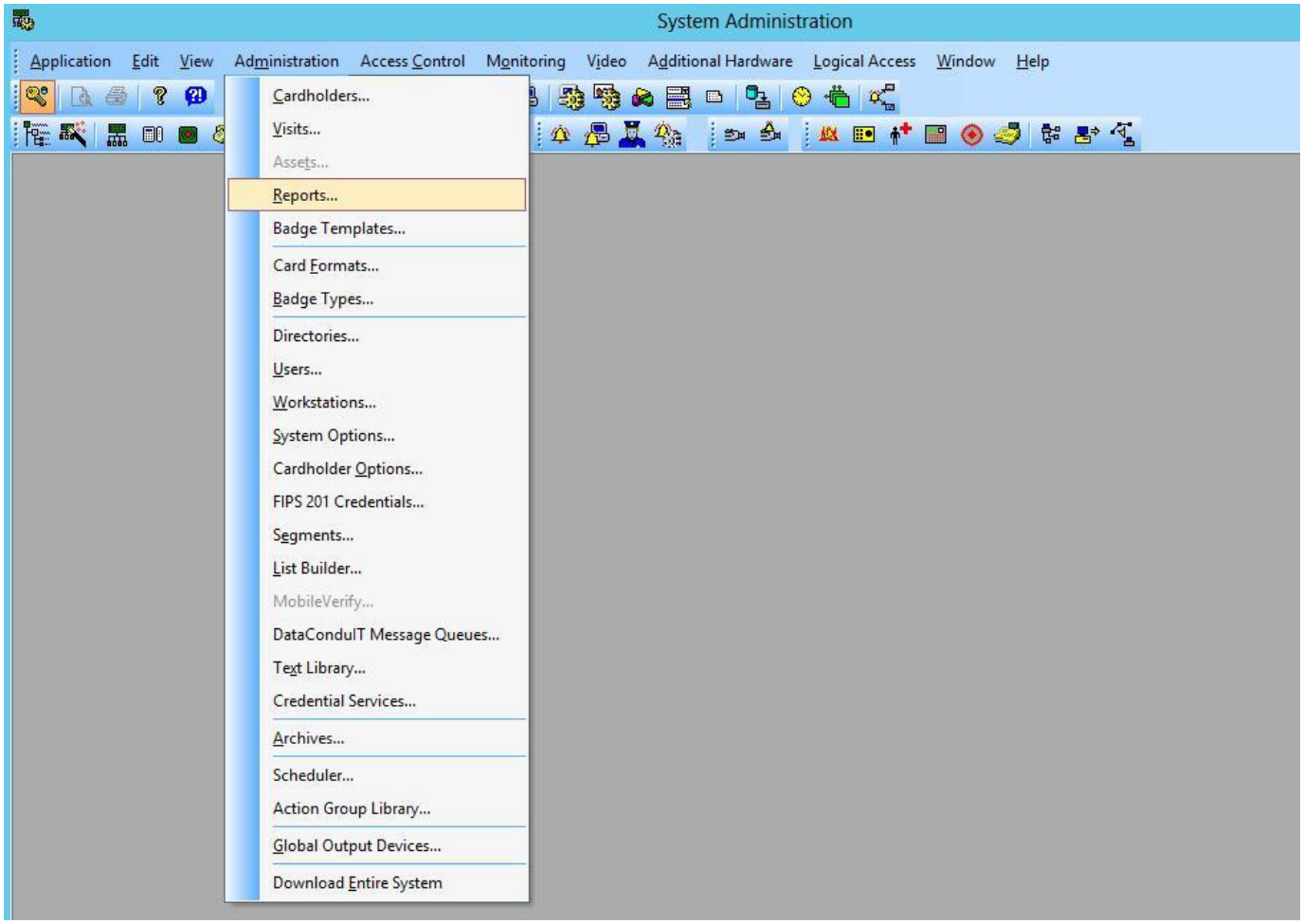
Reader Assignments to Cardholders: Lists all cardholders that have access to a particular reader.

Below are instructions on how to run each of the these reports.

Access Denial Events, by Reader:

Login to System Administration

From the top dropdown click Administration, select Reports



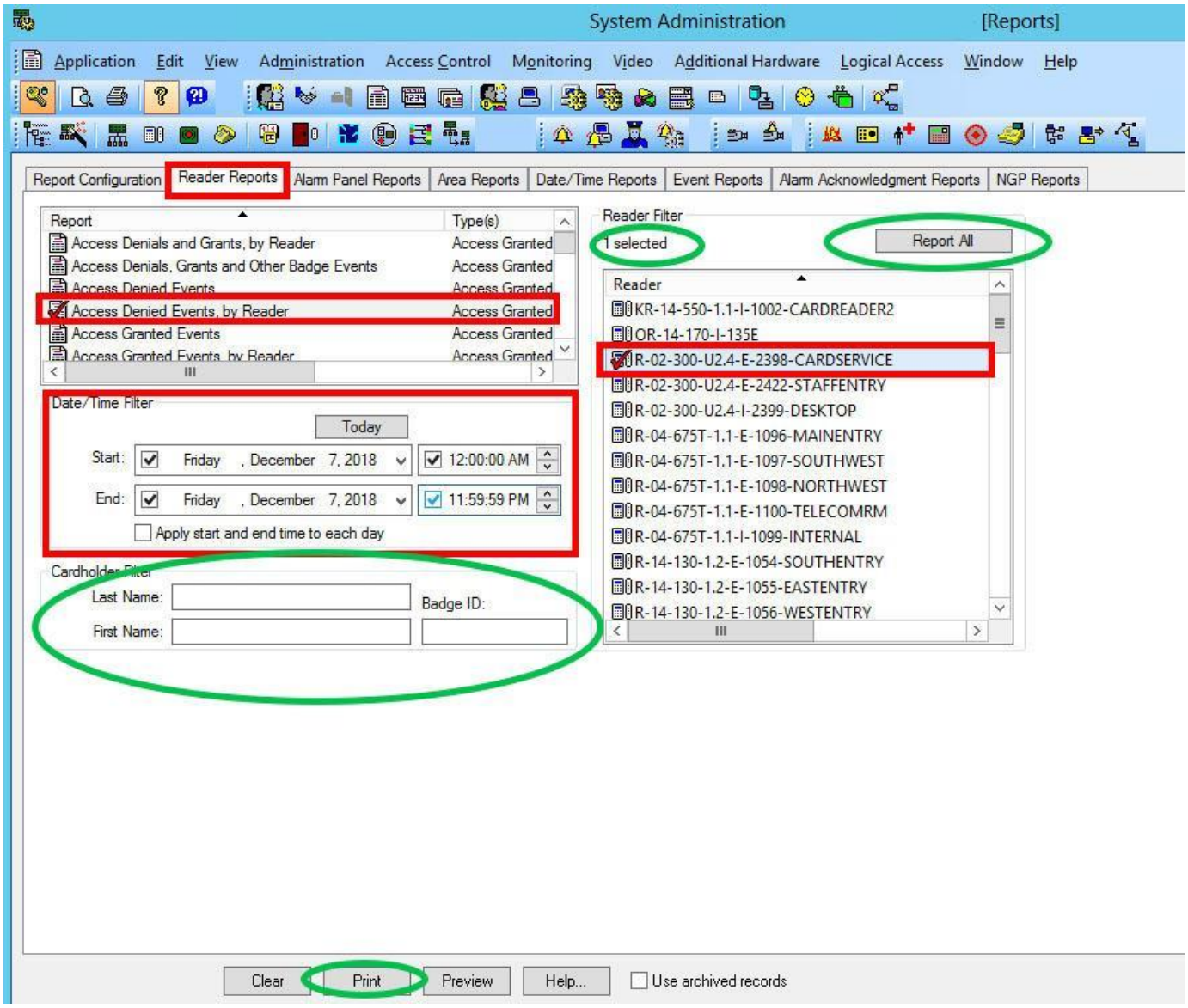
Click the second tab Reader Reports and select the Access Denial Events, by Reader on the top left

On the top right select the reader by placing a red check mark over the reader icon. You can select multiple readers and at the top left of the reader list it will display how many readers you have selected. Additionally, you can click the Report All button to select all readers

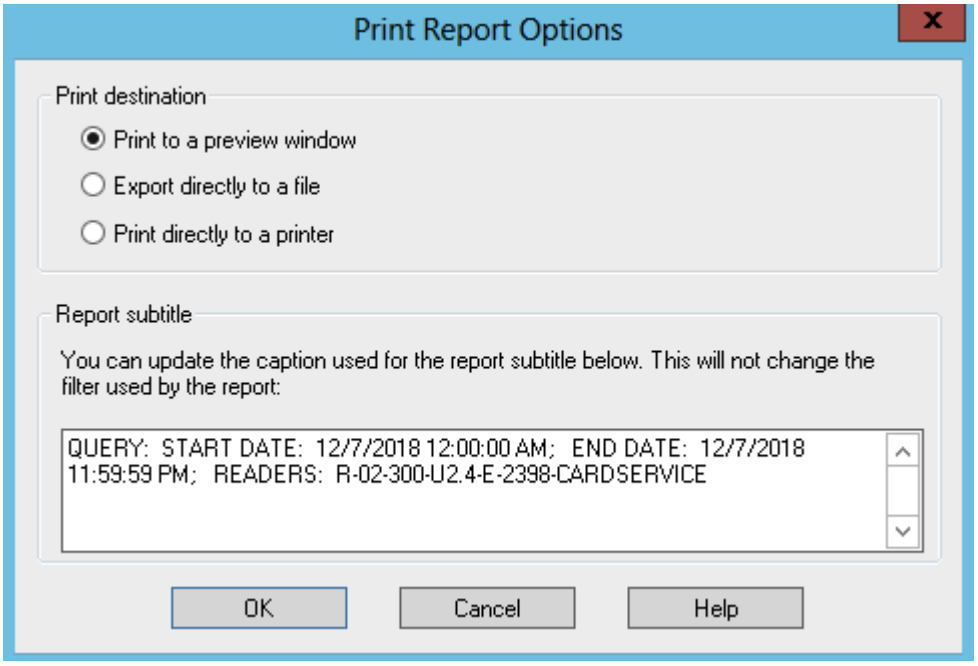
Next filter the Date and Time clicking the a checkmark into the box next to Start and End and editing the selection with the time frame of your choice (note that the system data is purged every 15 months so you can only yield data that far back)

You may narrow your search even further by placing a cardholders first and last name or their badge ID

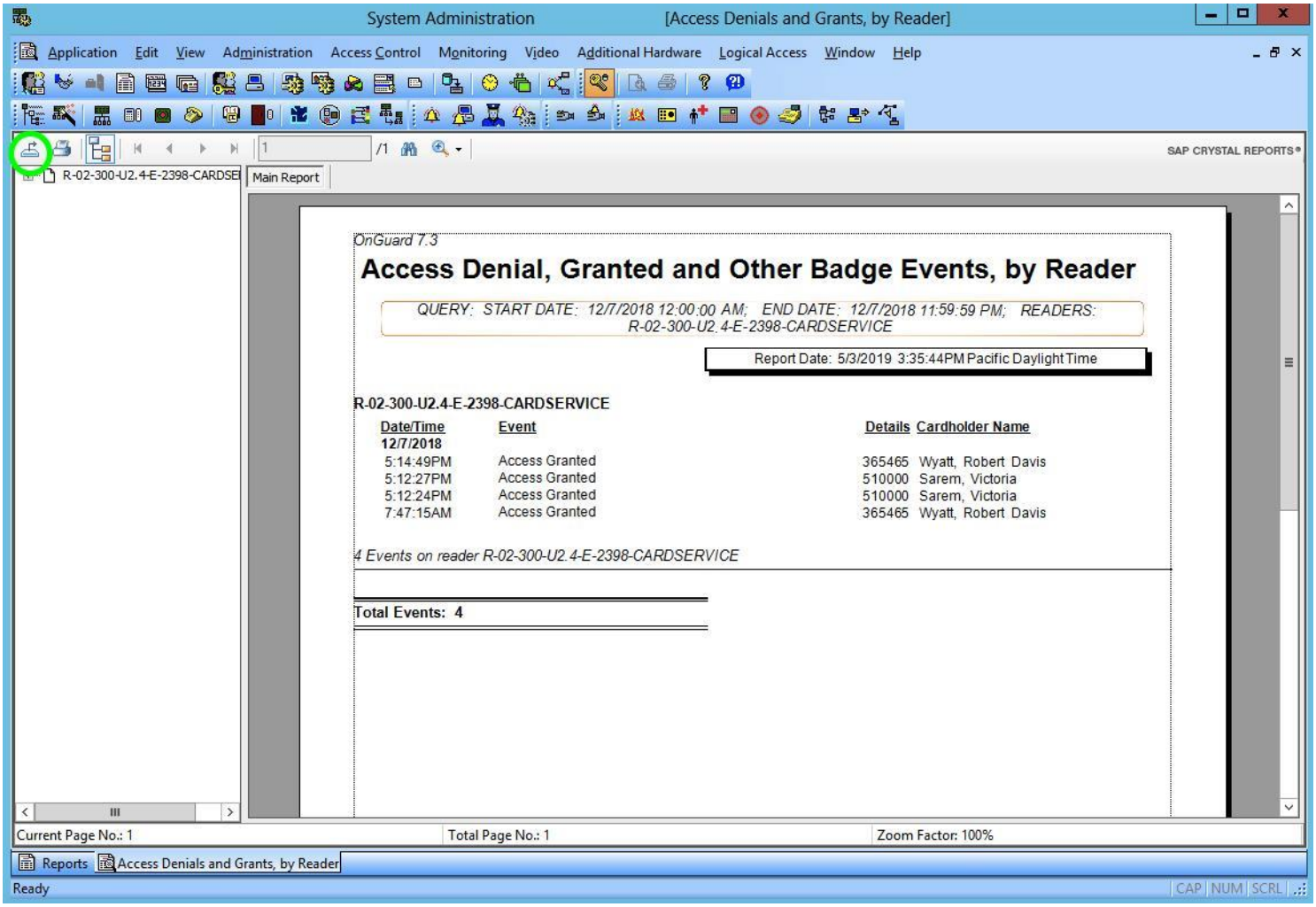
Once all of your edits and selections are completed click Print at the bottom of the screen. This will not actually print, instead it will notify you that it will print to a preview window



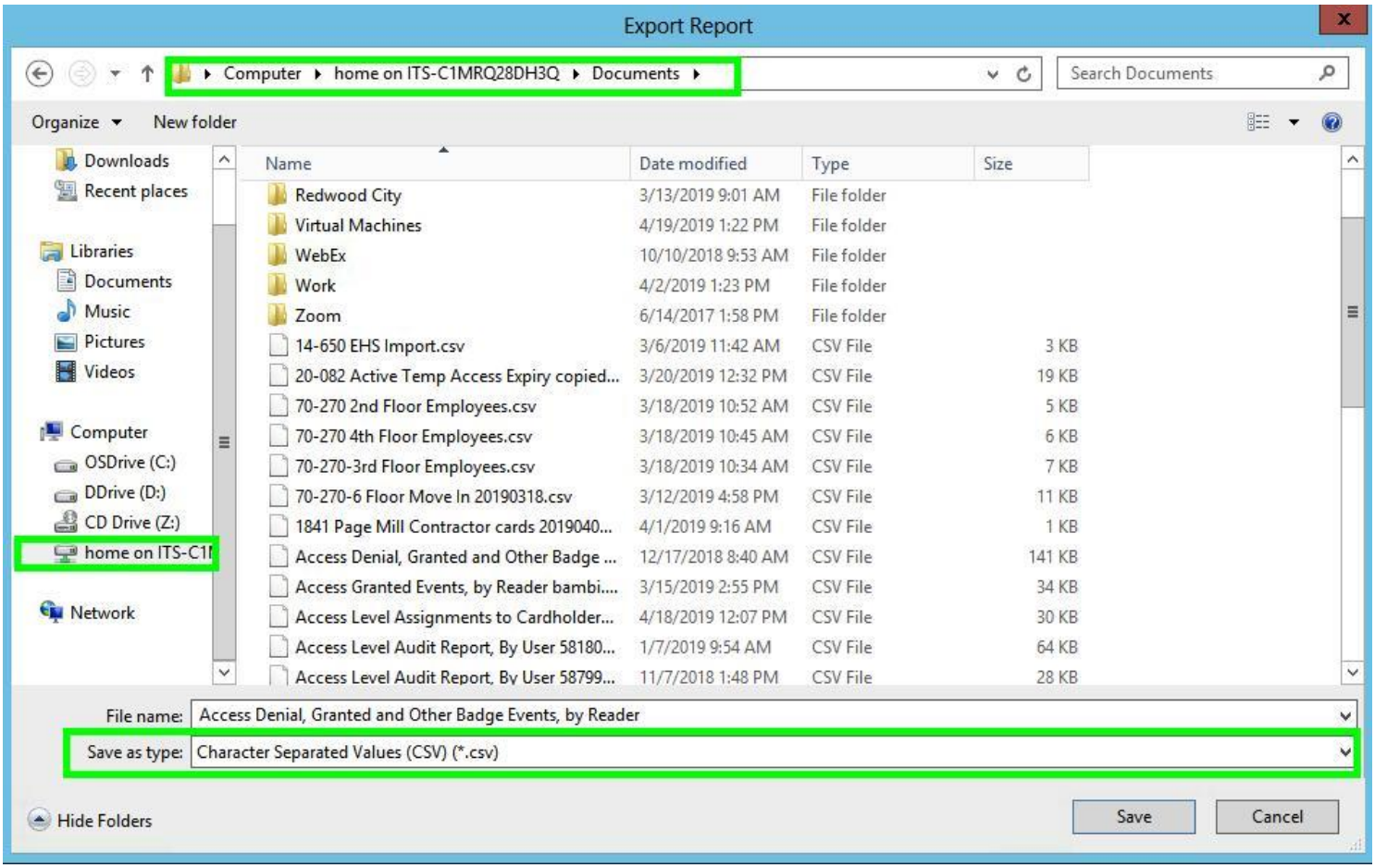
Once you click print you will see the pop up below confirming that you would like preview report, click Ok.



Your report will load as seen below where you can look through the data. To export the report, click the icon towards the top left (circled in green below)



You will want to be sure to locate the correct file location. If your device is a Stanford device you will need to go to Computer and find the name of your machine (see example below). Then select the file type to save and click Save.

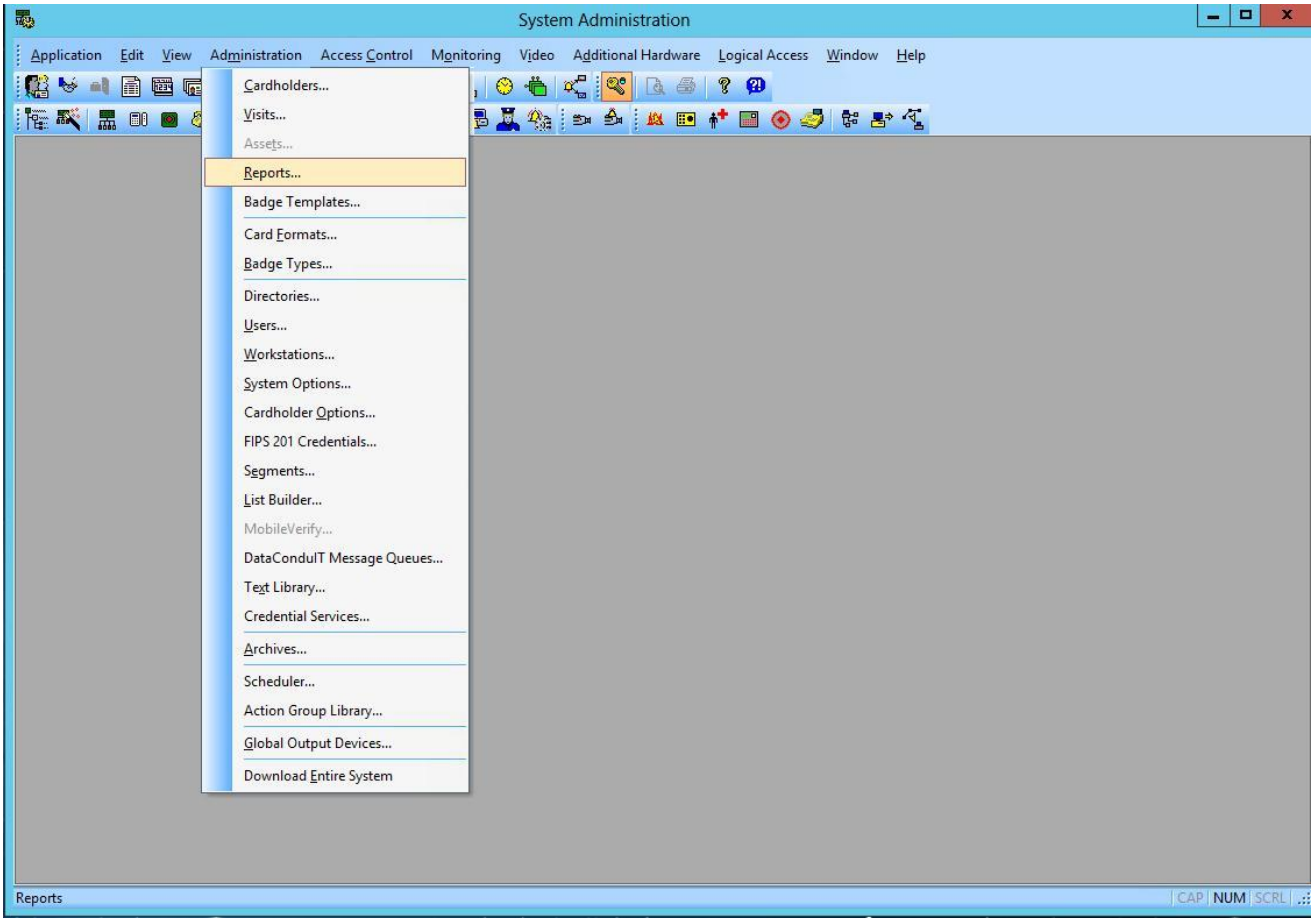


Once your export has completed you will get a small notification from Lenel and click Ok (note this might hide behind the System Administration screen.

All events over time:

Login to System Administration

From the top dropdown click Administration, select Reports



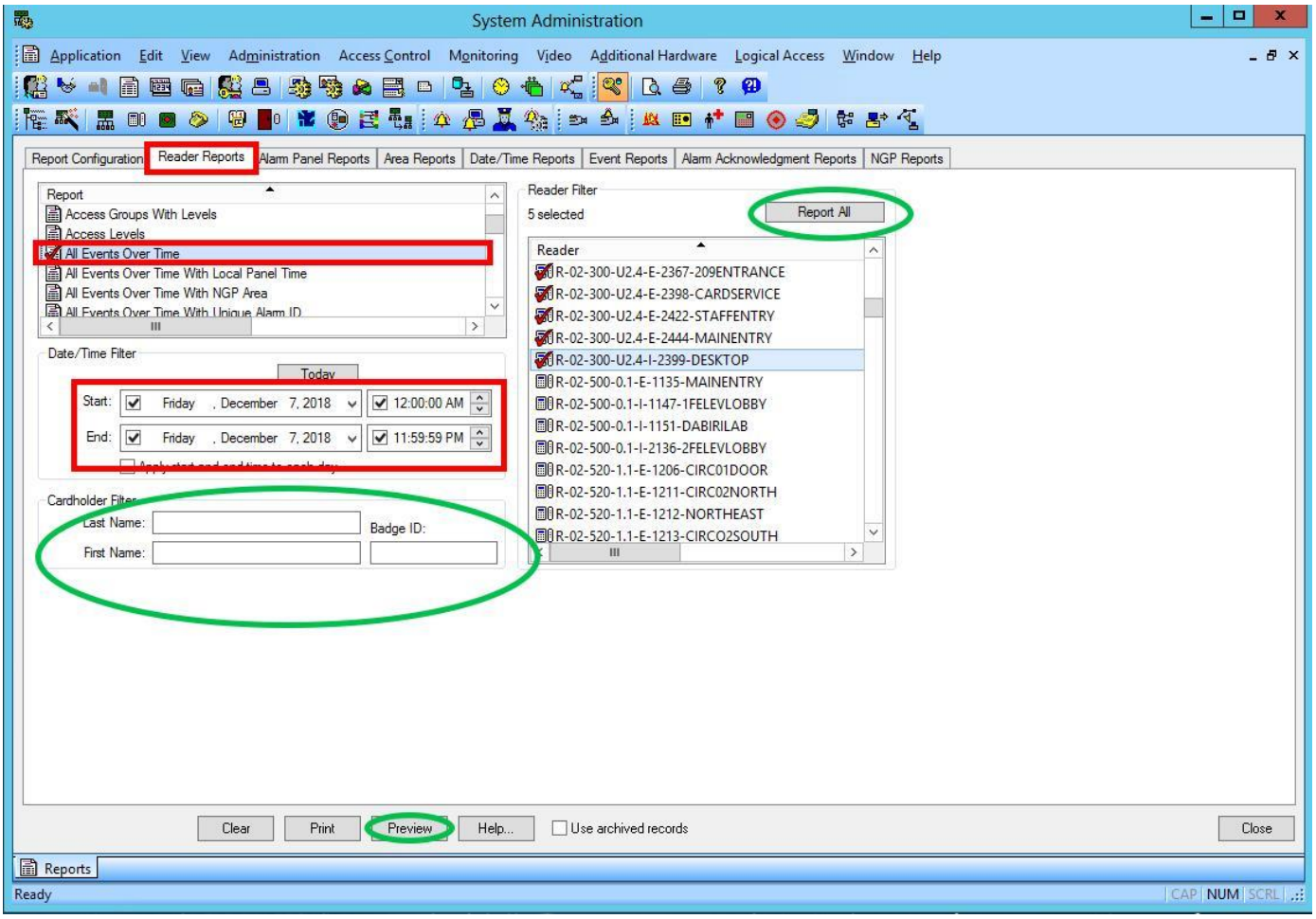
Click the Reader Reports tab and select the All Events Over Time report by placing a red check mark over the report icon to the left.

Start/End Times: Allows you to narrow the time frames of your search

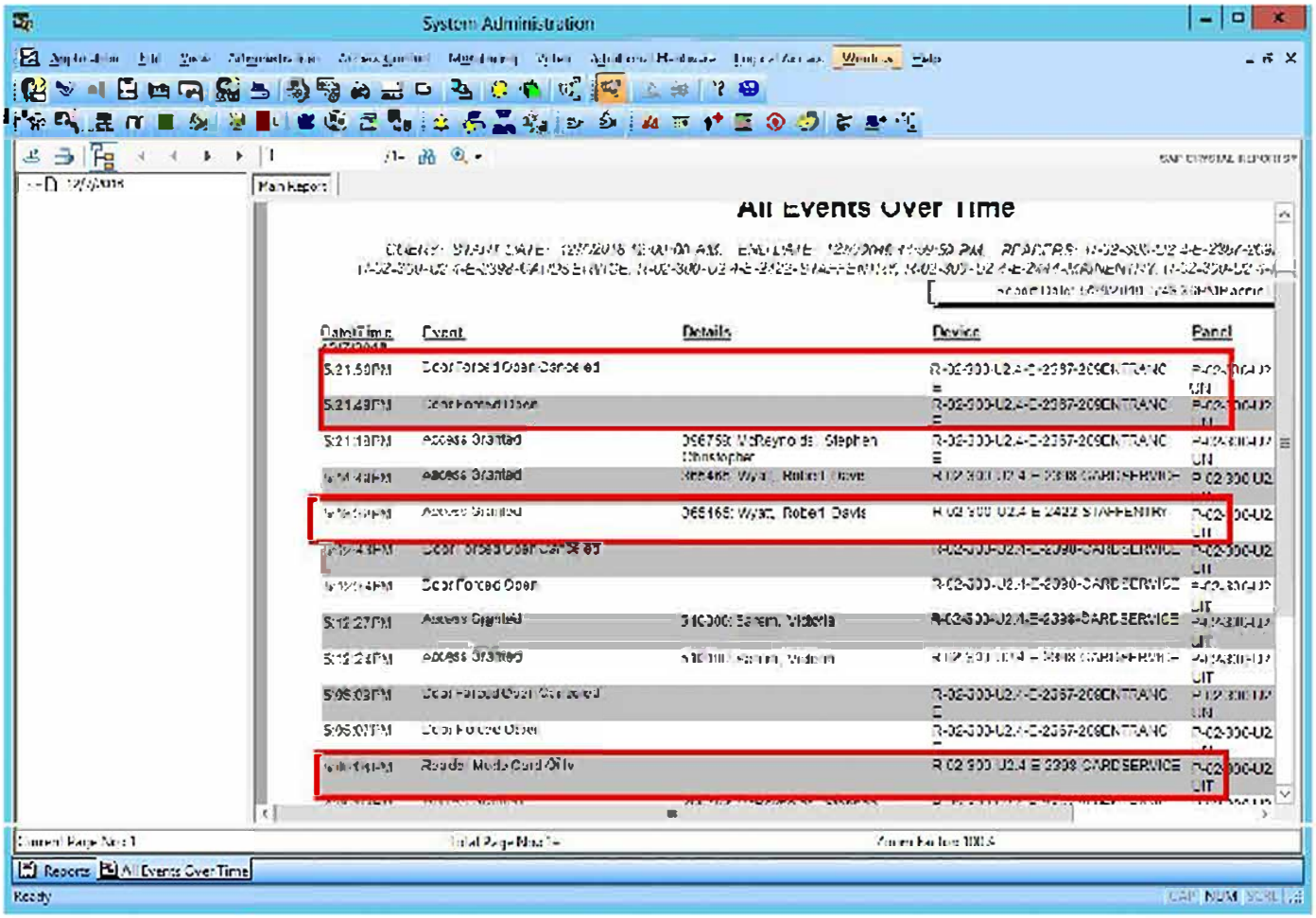
Reader Filter: Select a reader by indicating the chosen reader with a red check box. Notice that it tells you how many readers you've selected. You can select all readers by clicking "Report All" and it will automatically select all readers, however, you will not see any red checkmarks.

Cardholder Filter: If you want to narrow your search down even further, you are allowed to input a specific cardholder either via name or badge ID.

When you complete, click Preview to see your results.



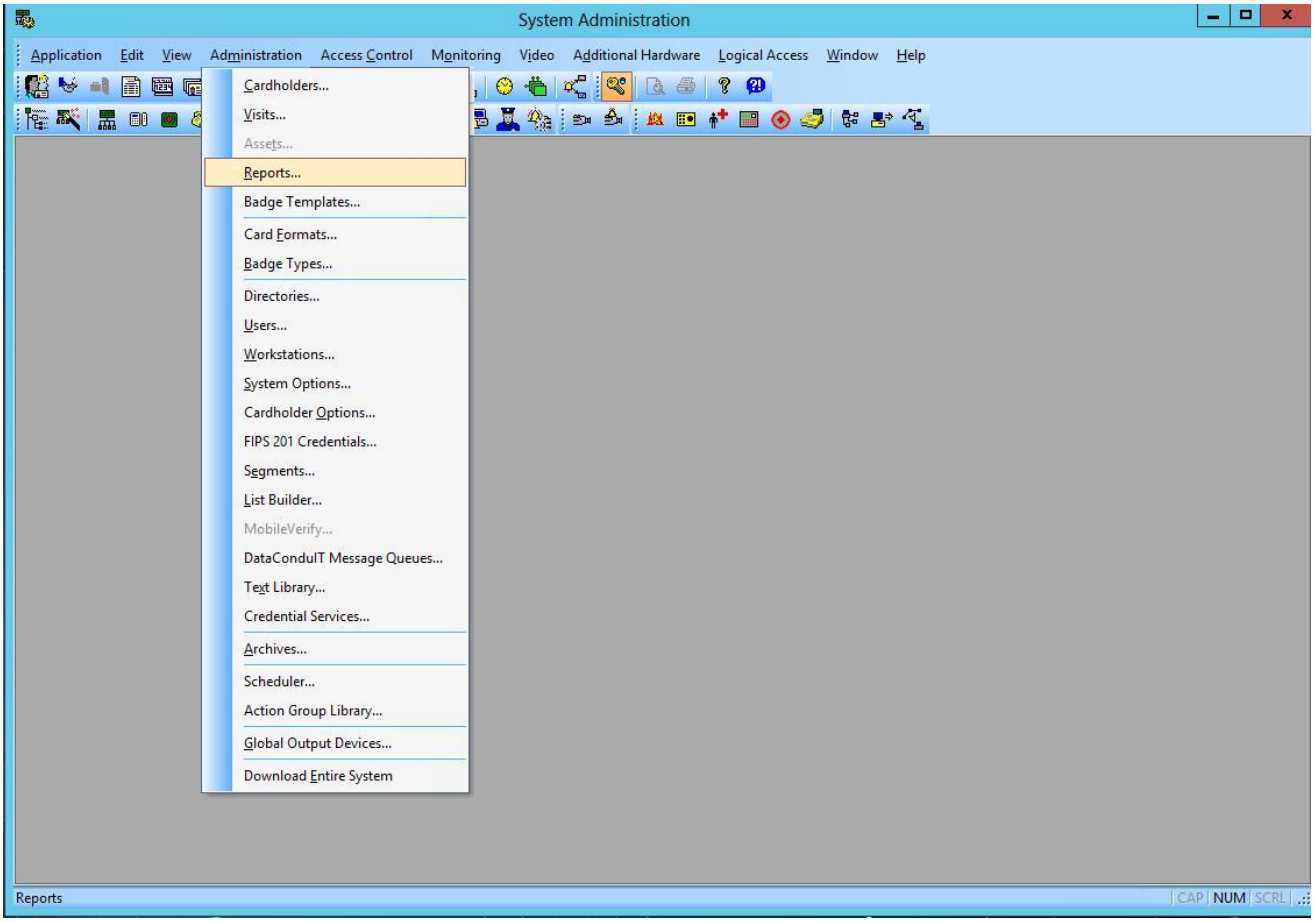
Your report will provide the following: notice that you can see when a door is unlocked (according to a Timezone/Reader Mode Schedule), or who has been granted access at which door at what time, or if the door has been forced open (either by a key or by forced entry). There is a document that identifies the various event types you should see here, and what they mean.


System Administration
All Events Over Time
DateTime
Event
Details
Device
Panel
Door Forced Open
Access Granted
Reports
All Events Over Time
Ready

Reader Assignments to Cardholders:

Login to System Administration

From the top dropdown click Administration, select Reports



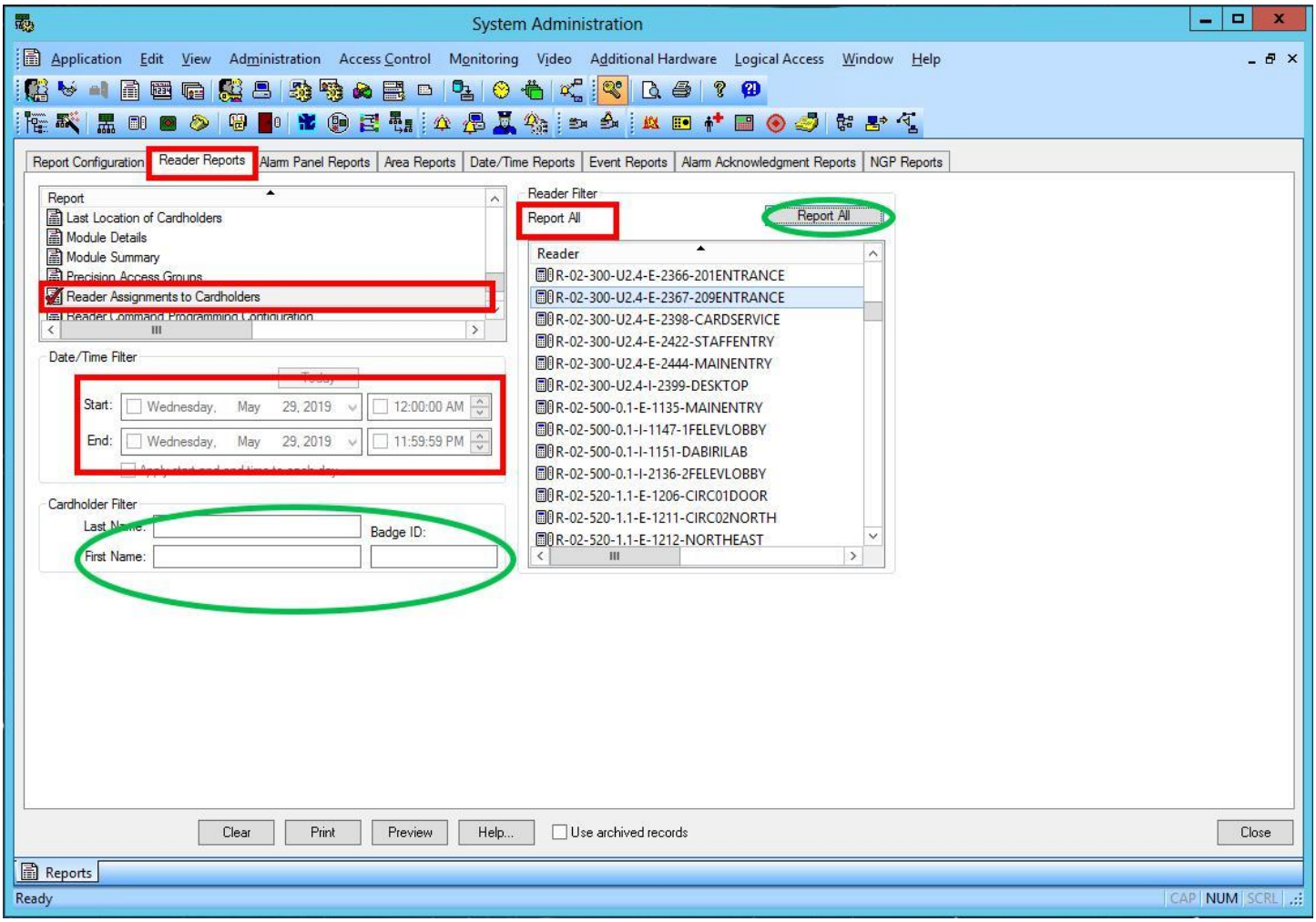
Click the Reader Reports tab and select the Reader Assignments to Cardholders report by placing a red checkmark over the report icon.

Start/End Times: Allows you to narrow in the time frame on your search

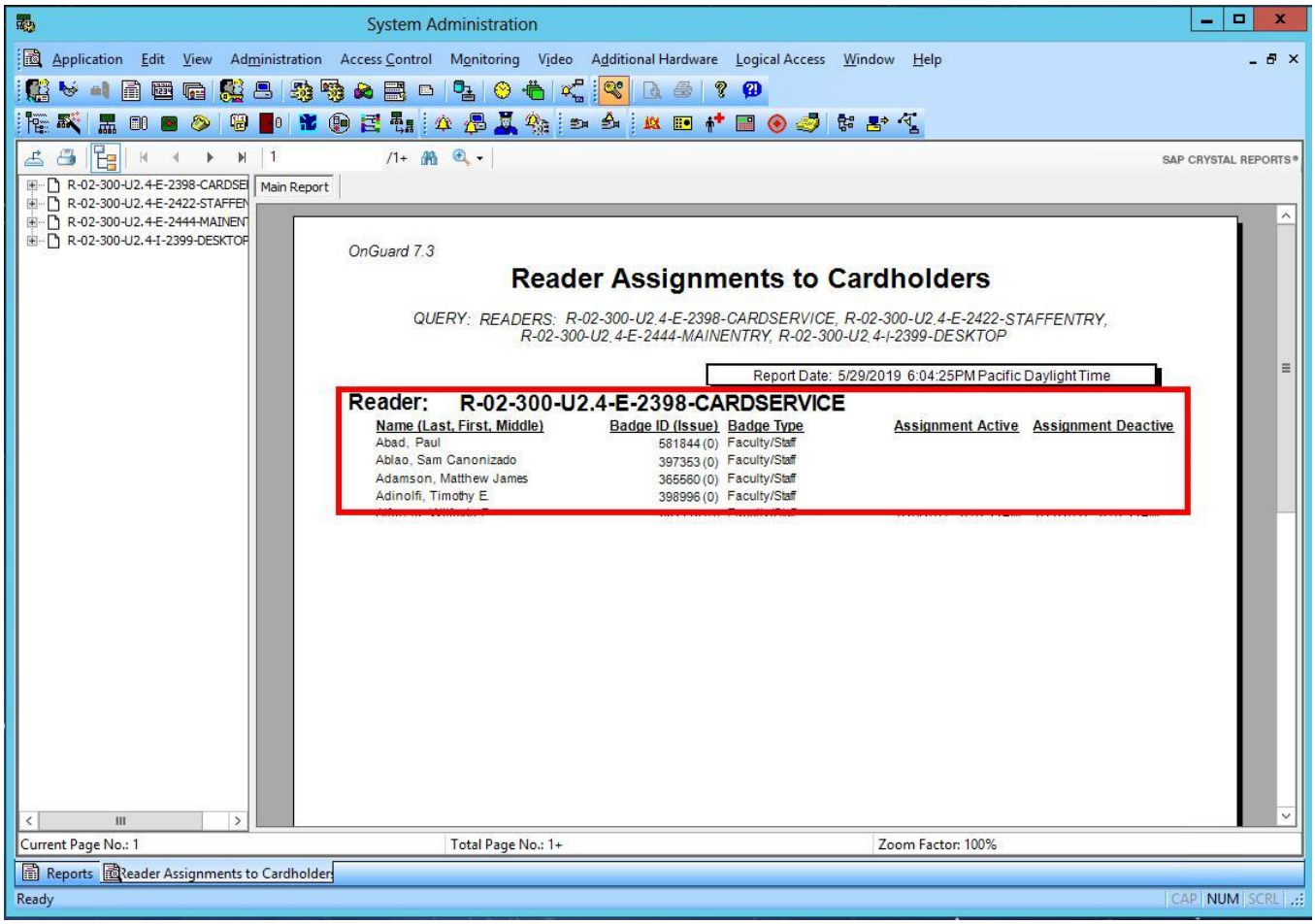
Reader Filter: Select a reader by indicating the chosen reader with a red check box. Notice that it tells you how many readers you've selected. You can select all readers by clicking "Report All" and it will automatically select all readers, however, you will not see any red checkmarks.

Cardholder Filter: If you want to narrow your search down even further, you are allowed to input a specific Cardholder either via name or Badge ID.

When you are complete, click Preview to see your results.



Your report will provide the following: You will be able to see, by reader, which cardholders have access to that reader.


System Administration
Application Edit View Administration Access Control Monitoring Video Additional Hardware Logical Access Window Help
SAP CRYSTAL REPORTS
R-02-300-U2.4-E-2398-CARDSE
R-02-300-U2.4-E-2422-STAFFEN
R-02-300-U2.4-E-2444-MAINENT
R-02-300-U2.4-I-2399-DESKTOP
Main Report
OnGuard 7.3
Reader Assignments to Cardholders
QUERY: READERS: R-02-300-U2.4-E-2398-CARDSERVICE, R-02-300-U2.4-E-2422-STAFFENTRY, R-02-300-U2.4-E-2444-MAINENTRY, R-02-300-U2.4-I-2399-DESKTOP
Report Date: 5/29/2019 6:04:25PM Pacific Daylight Time
Reader: R-02-300-U2.4-E-2398-CARDSERVICE
Name (Last, First, Middle) Badge ID (Issue) Badge Type Assignment Active Assignment Deactive
Abad, Paul 581844 (0) Faculty/Staff
Ablao, Sam Canonizado 397353 (0) Faculty/Staff
Adamson, Matthew James 365560 (0) Faculty/Staff
Adinolfi, Timothy E. 398996 (0) Faculty/Staff
Current Page No.: 1
Total Page No.: 1+
Zoom Factor: 100%
Reports
Reader Assignments to Cardholders
Ready
CAP NUM SCRL