

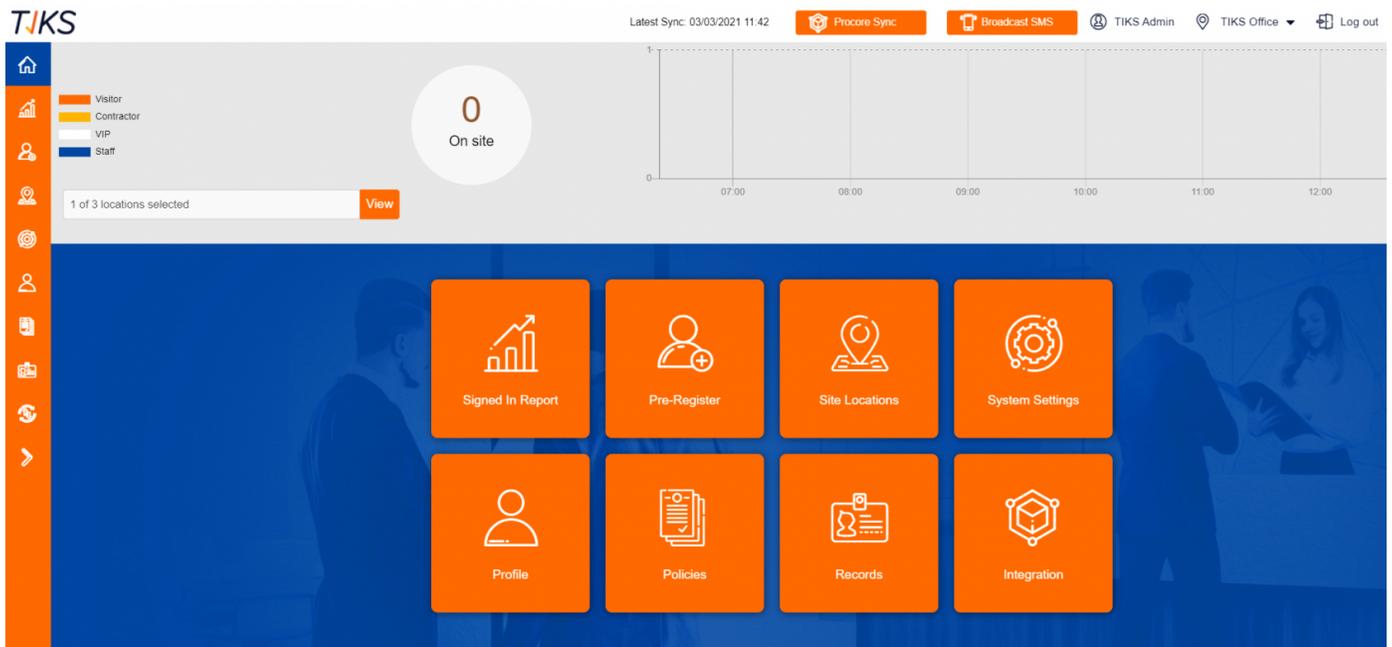
Reporting

Various system reporting options for filtering data, exporting data etc.

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How do I download reports of site access history?

From the home screen (dashboard) select "Signed In Report".

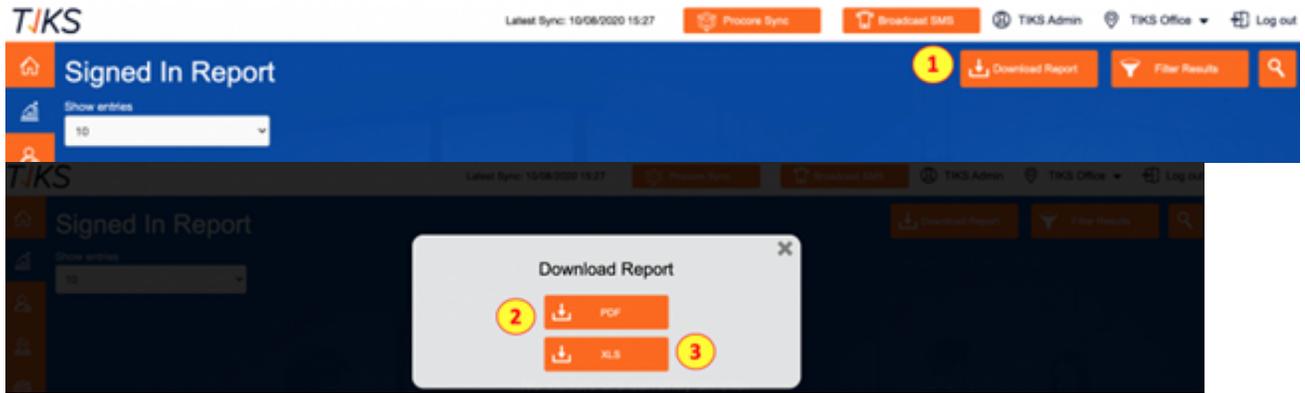


You may need to download data from your Signed In Report for use in other reporting tools. You can download data in both PDF and CSV formats.

1. **Download Report:** In the top right hand corner, you should be able to see a coloured button with the download icon, reading, “**Download Report**”. If you select the “**Download Report**” button,

you'll see a pop-up with the following two options.

2. **PDF**: If you select the “PDF” option, you'll see the window pop-up asking you to save the file, you can name it according to your own naming conventions and select save.
3. **XLS**: If you select the coloured “XLS” option, and you will be able to download a CSV file of the Visitor Report.



How do I filter a report for download?



In the top right-hand corner of the Signed In Report page, after the “**Download Report**” button there is a coloured “**Filter Results**” button, this allows you to manipulate the visitor data to suit requirements.

What filtering options are there for reporting?

The following will outline the filtering option for reporting. You can use one, some or all of these filters to refine your reporting.



1. **Name:** name of the visitor, you can use the first or last name, or both.
2. **Company:** name of the company that the visitor belongs to.
3. **Visiting:** name of the person the visitor is visiting.
4. **From date:** sets the 'from' date parameter, if you don't set this it will use the current date.
5. **To date:** sets the 'to' date parameter, if you don't set this it will use the current date.
6. **Visitor type:** you can select 'Visitor', 'Contractor', 'Staff', or 'VIP' from the drop-down, we will go into more detail regarding these user types later in the user guide.
7. **On site:** you can either select 'All of the above', 'On Site', 'Pre Registered' or 'Signed Out' from the dropdown menu. This refers to whether the visitor is still on site or the other visit statuses.
8. **Site Induction status:** you can either select 'valid induction' or 'invalid induction' from the dropdown menu.

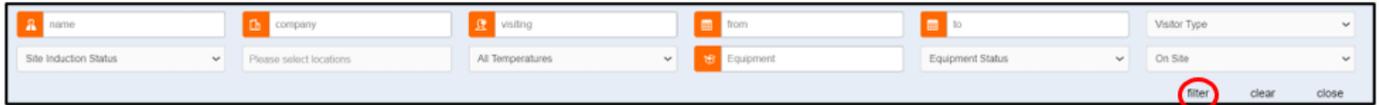
Additional fields may include the following:



- **All Temperatures:** You can select from All, Abnormal and Normal temperatures
- **Equipment:** you can select by equipment type
- **Equipment Status:** you can select by equipment status

Select the options you wish to filter by and then select "**filter**" to apply the filters.

How do I apply my report filters?



The image shows a horizontal filter bar with two rows of input fields. The top row contains: 'name', 'company', 'visiting', 'from', 'to', and 'Visitor Type'. The bottom row contains: 'Site Induction Status', 'Please select locations', 'All Temperatures', 'Equipment', 'Equipment Status', and 'On Site'. At the bottom right of the bar, there are three buttons: 'filter', 'clear', and 'close'. The 'filter' button is circled in red.

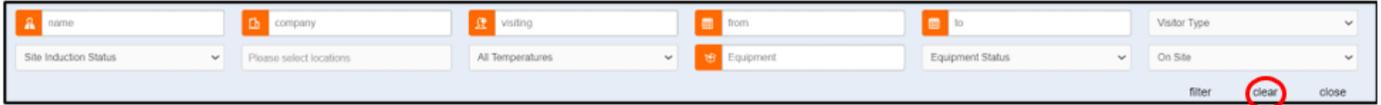
Select your filters then, to apply your filter, select the **'filter'** text in the bottom right-hand corner of the filter bar (circled above).

You can use a combination of any of the filters together at any one time or you can choose not to use a filter, in which case you will just be shown the current visitors on site.

Why are there no results showing?

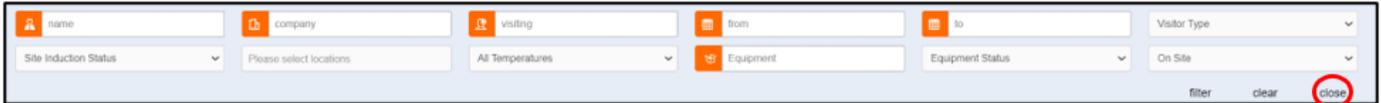
If there are no visitors on site or there were no visitors on site at the time to meet your filter requirements, you will see no results and the text will read, "No visitors are currently on site".

How do I clear my filters?



To clear your selected filters, select the **'clear'** text in the bottom right-hand corner of the filter bar (circled above).

How do I close the filter options?



The image shows a horizontal filter bar with several input fields and buttons. The fields include: 'name', 'company', 'visiting', 'from', 'to', 'Visitor Type', 'Site Induction Status', 'Please select locations', 'All Temperatures', 'Equipment', 'Equipment Status', and 'On Site'. At the bottom right of the bar, there are three buttons: 'filter', 'clear', and 'close'. The 'close' button is circled in red.

To close the filter bar, select the **'close'** text in the bottom right-hand corner (circled above).