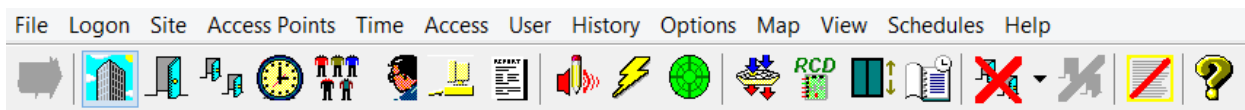


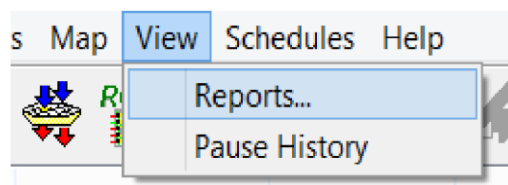
How to run reports in Millennium Expert

Millennium Expert users may want to run a “history report” so that they may be able to track card holders more efficiently. This guide will also cover how to run any other type of report also; just by changing the selection from history to what is desired such as alarm incidents or a dossier.

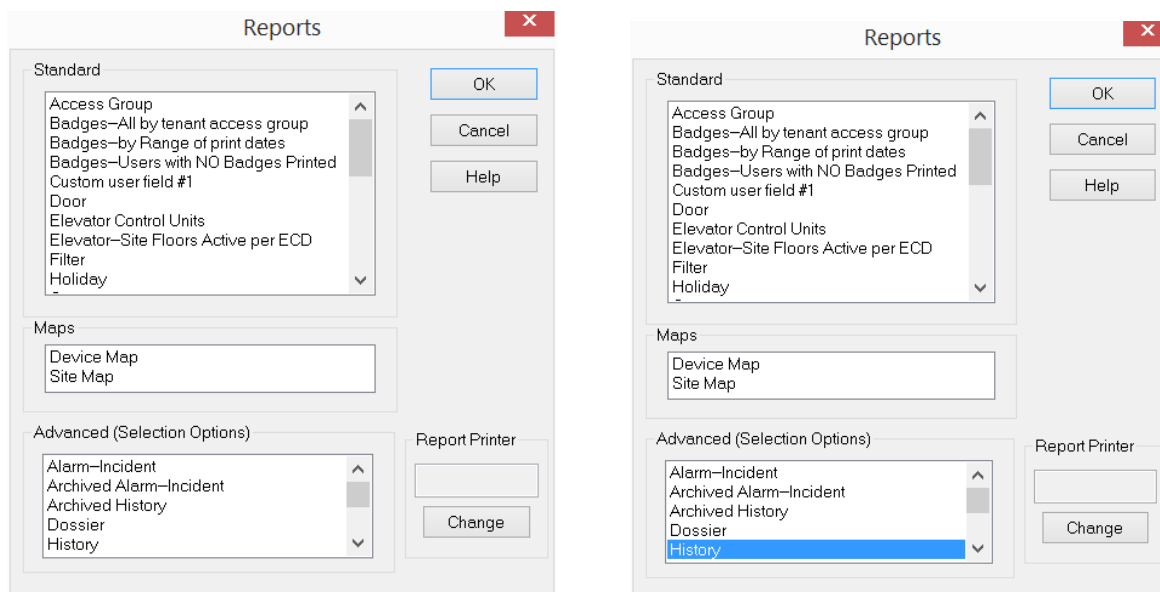
- 1) Look towards the top of the screen where the taskbar is located



- 2) Click on “View” and then “Reports”



- 3) The selection below will appear, in this case highlight History



- 4) The next History selection screen will appear. Now the operator must choose the card holder from the Company ID section; choose the correct site; and all of the devices that would be included in the History report. The time / date range may be all inclusive or a specified date range may be entered towards the bottom right of the screen

History Select

Filter: All

Users:

Add ->

< All >

Company ID:

<All>

Blythe III, William J
Clinton, Bill
Eisenhower, Dwight D
Kennedy, John F
Lincoln, Abraham
Mavrides R, Alex G
Mavrides, Alex G
Roosevelt, Theodore
Schmoe, Joe
Truman, Harry
Washington, George
Woodrow Wilson

Add ->
Add All ->
<- Remove
<- Remove All

Key/Card Codes:

Add ->
<- Remove
<- Remove All

< All >

Operators:

amavrides

Add ->
<- Remove

< All >

Sites:

Alex Desk
Alex Desk test bret

Add ->
<- Remove

< All >

Devices:

Alex Desk->dcd0
Alex Desk->DCD1
Alex Desk->DCD2
Alex Desk->Front Door

Add ->
<- Remove

< All >

Date/Time Range:

☐ ALL Inclusive:
(m/d/y h:m:s Thru m/d/y h:m:s)

☒ TIME Range During DATE Range
(h:m - h:m ON m/d/y - m/d/y)

Start:

January 01, 1990 00:00

End:

October 02, 2014 23:59

OK

5) This is an example of what a history report run with one specific user selected would appear

History Select

Filter: All

Users:

Company ID: <All>

Blythe III, William J
Clinton, Bill
Eisenhower, Dwight D
Kennedy, John F
Lincoln, Abraham
Mavrides R, Alex G
Mavrides, Alex G
Roosevelt, Theodore
Schmoe, Joe
Truman, Harry
Washington, George
Woodrow Wilson

Add -> Add All -> <- Remove <- Remove All

Mavrides, Alex G

Key/Card Codes:

Add -> 026-17289 <- Remove <- Remove All

Operators:

amavrides Add -> <- Remove < All >

Sites:

Alex Desk Alex Desk test bret Add -> <- Remove Alex Desk

Devices:

Alex Desk->dcd0 Alex Desk->DCD1 Alex Desk->DCD2 Alex Desk->Front Door Add -> <- Remove Alex Desk->DCD1

Date/Time Range:

☐ ALL Inclusive: (m/d/y h:m:s Thru m/d/y h:m:s)

☒ TIME Range During DATE Range (h:m - h:m ON m/d/y - m/d/y)

Start: September 01, 2014 00:00

End: October 02, 2014 23:59

OK

6) The history report will appear as such

Millenium Expert: History

1 of 1 100% Total: 8 100% 8 of 466

History
10/02/14 - 09:56

Time Period:
00:00 to 23:59
ON
09/01/2014 to 10/02/2014

Alex's Planned Parenthood

Parameters selected for this report:

User Names (Company ID): Mavrides, Alex G (Unknown)

Sites: Alex Desk

Operators: <All>

Key/Card Codes: 026-17289

Devices: Alex Desk..DCD1

Date & Time	Action	Site	Device	Name/Other Info	Key/Card Code
Fri 09/12/2014 16:54:10	Unlock	Alex Desk	DCD1	Mavrides, Alex G	Wiegand 26 bits 026-17289
Extra Info: Unlock Mavrides, Alex G Wiegand 26 bits 026-17289					
Fri 09/12/2014 17:05:23	Unlock	Alex Desk	DCD1	Mavrides, Alex G	Wiegand 26 bits 026-17289
Extra Info: Unlock Mavrides, Alex G Wiegand 26 bits 026-17289					
Mon 09/15/2014 09:00:29	Unlock	Alex Desk	DCD1	Mavrides, Alex G	Wiegand 26 bits 026-17289
Extra Info: Unlock Mavrides, Alex G Wiegand 26 bits 026-17289					
Mon 09/15/2014 11:27:26	Unlock	Alex Desk	DCD1	Mavrides, Alex G	Wiegand 26 bits 026-17289
Extra Info: Unlock Mavrides, Alex G Wiegand 26 bits 026-17289					
Fri 09/19/2014 15:07:58	Unlock	Alex Desk	DCD1	Mavrides, Alex G	Wiegand 26 bits 026-17289
Extra Info: Unlock Mavrides, Alex G Wiegand 26 bits 026-17289					
Fri 09/19/2014 15:08:00	Unlock	Alex Desk	DCD1	Mavrides, Alex G	Wiegand 26 bits 026-17289
Extra Info: Unlock Mavrides, Alex G Wiegand 26 bits 026-17289					
Tue 09/30/2014 14:54:33	Unlock	Alex Desk	dcd0	Mavrides, Alex G	Wiegand 26 bits 026-17289