TDS ACCESS CONTROL V9

View Access Log
View Access Logs

The Access Log portlet displays all access transactions made on TDS Access V9 Terminals/Doors. You will only see access log information for doors within your own zone. This portlet will allow you to see both successful and unsuccessful swipes. A column called Error Description will provide you with information on unsuccessful swipes (Unauthorised access).

1. On the Menu panel on the left-hand side choose View => Access Log

2. The access log will open displaying all transactions for the current date with the most recent transaction first. To change the sort order of the search results, click on a column heading, the sort order will change automatically. To quickly filter data, enter a search word in the Keyword Search (1) and click on the Submit button.
View the Access Log for a Specific Date

1. The date range can be changed by clicking on the calendar next to the date or dates can be manually entered.

   **Note:**
   Keep the date range to an acceptable range otherwise you may end up returning thousands of records that are not required.

2. Change **Time** range - Select the **Time** range from the drop down or the time can be manually typed in the 24-hour format e.g. 14 or 14:39:00.

   **Note:**
   If a time range filter is applied over a date range of more than one day, the returned results will be all transactions within that time range on each of the days. This is the reason the dates and times have been placed in separate sections for this portlet. The time for the end of the day defaults to 23:59:00 - but this will return all transactions up until 23:59:59
3 Use More Options to filter at the top right hand side.

The portlet can be filtered by:-
- Terminal (long description)
- Short Description (of terminal)
- Badge Number (exact match)
- Error message e.g. unauthorized
- Transaction
- Authorised
- Zone
- Company
- Department
- ID (individual person)
- Person Type

After applying a filter you must press the **Search** button at the bottom of the screen. The **Reset** button will clear any existing filters applied.

4 Display **Person Photo** – If the photo check box (1) on the toolbar is ticked on, the active photo for the person will display on the left of the portlet. If the auto refresh button is toggled on (2) the photo will update as the next transaction appears. Click on a row to display the photo for that person.
Export or Print Access Log Data

1. Click Export to CSV button at bottom right of the portlet to download a file of all transactions currently displaying in the access log – Up to 20,000 transactions can be exported at any one time.

2. Click Downloaded File - In chrome the downloaded CSV file will appear at the bottom left of the screen. Click on the file to open in Excel.

3. Click Print to PDF - Click button at the bottom right of the portlet to print all of the transactions currently displaying in the access log.