



TDS ACCESS CONTROL

[View Access Log](#)

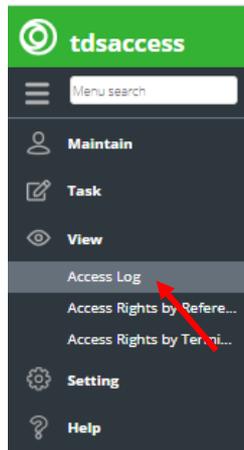
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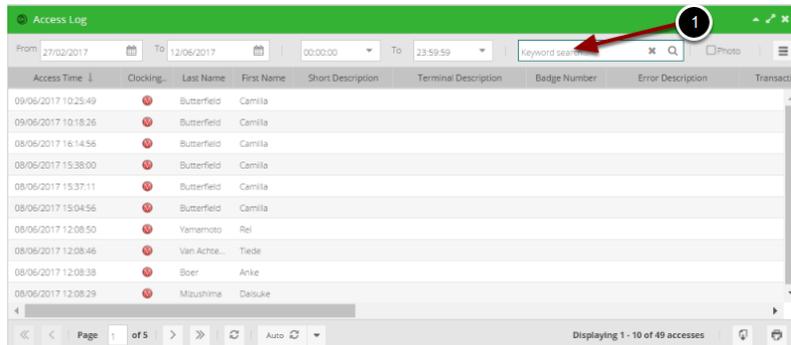
View Access Logs

The **Access Log** portlet displays all access transactions made on TDS Access 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.



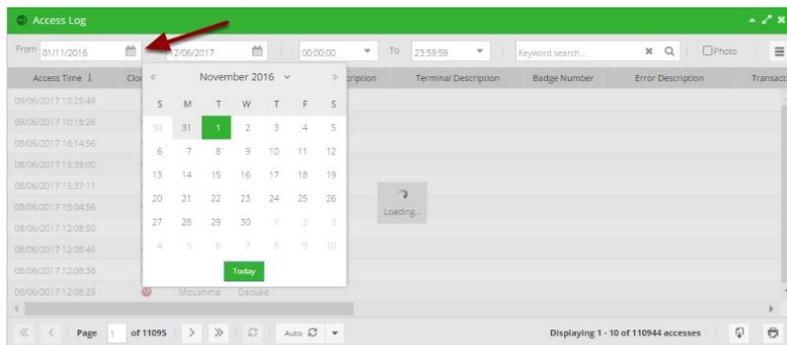
Access Time	Clocking	Last Name	First Name	Short Description	Terminal Description	Badge Number	Error Description	Transaction
09/06/2017 10:25:49	✓	Butterfield	Camila					
09/06/2017 10:18:26	✓	Butterfield	Camila					
08/06/2017 16:14:56	✓	Butterfield	Camila					
08/06/2017 15:38:00	✓	Butterfield	Camila					
08/06/2017 15:37:11	✓	Butterfield	Camila					
08/06/2017 15:04:56	✓	Butterfield	Camila					
08/06/2017 12:08:50	✓	Yamamoto	Rei					
08/06/2017 12:08:46	✓	Van Achse...	Tiede					
08/06/2017 12:08:38	✓	Boer	Anke					
08/06/2017 12:08:29	✓	Mizushima	Deisuke					

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:

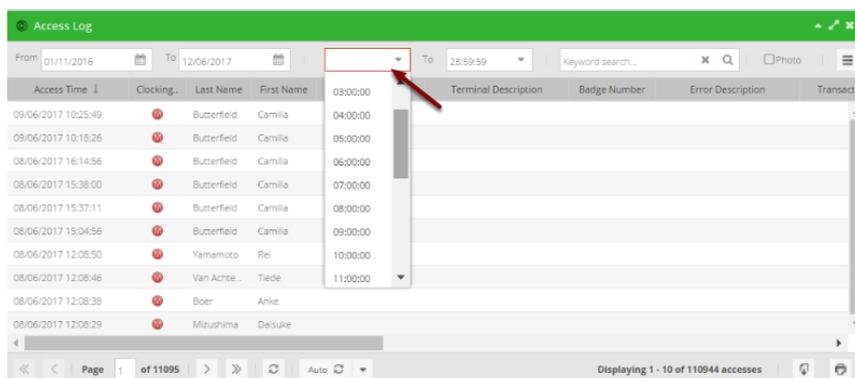
Keep the date range to an acceptable range otherwise you may end up returning thousands of records that are not required.



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



More options

Terminal: Select terminal (Multiple)

Short Description: Select short description (Multiple)

Badge Number: Enter badge number

Error Description: Select error description (Multiple)

Transaction: Select transaction (Multiple)

Authorised: Both

In Zone: Select in zone

Company: Select company (Multiple)

Department: Select department (Multiple)

Person: Select person

Person Type: Select person type

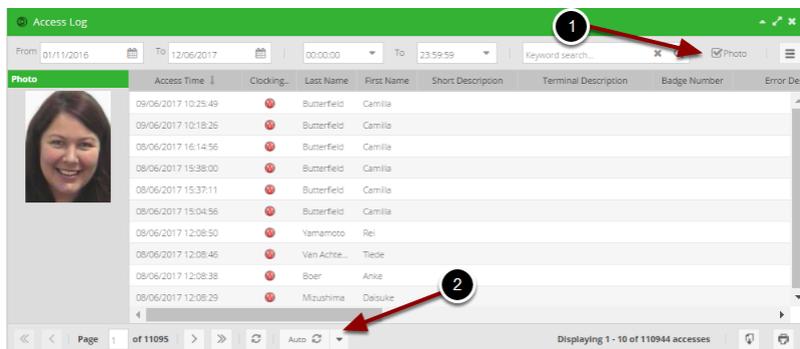
Search Reset

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.



Access Log

From 01/11/2016 To 12/06/2017 00:00:00 To 23:59:59 Keyword search... Photo

Photo	Access Time	Clocking	Last Name	First Name	Short Description	Terminal Description	Badge Number	Error Desc
	09/06/2017 10:25:49	<input checked="" type="checkbox"/>	Butterfield	Camilla				
	09/06/2017 10:18:26	<input checked="" type="checkbox"/>	Butterfield	Camilla				
	08/06/2017 16:14:56	<input checked="" type="checkbox"/>	Butterfield	Camilla				
	08/06/2017 15:38:00	<input checked="" type="checkbox"/>	Butterfield	Camilla				
	08/06/2017 15:37:11	<input checked="" type="checkbox"/>	Butterfield	Camilla				
	08/06/2017 15:04:56	<input checked="" type="checkbox"/>	Butterfield	Camilla				
	08/06/2017 12:08:50	<input checked="" type="checkbox"/>	Yamamoto	Rei				
	08/06/2017 12:08:46	<input checked="" type="checkbox"/>	Van Achte...	Tiede				
	08/06/2017 12:08:38	<input checked="" type="checkbox"/>	Boer	Anke				
	08/06/2017 12:08:29	<input checked="" type="checkbox"/>	Mizushima	Daisuke				

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Displaying 1 - 10 of 110944 accesses

Annotations: (1) points to the Photo checkbox in the toolbar; (2) points to the Auto refresh button in the bottom toolbar.

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.



- 4 Print Access Log – The Access Log report will open in a separate tab of the web browser.

2017-6-12

Portlet: Access Log
Date: 29/05/2017 - 13/06/2017
Time: 00:00:00 - 23:59:59
Report Run: 12/06/2017 15:48

Access Time	Clocking Type	Last Name	First Name	Short Description	Terminal Description	Badge Number	Error Description	Transaction	Authorised	Terminal Code	In Zone Code	In Zone Description	Movement Ind	Company Name	Company Code	Department	Department Code	ID	Person Type
09/06/2017 11:25:49	M	Butterfield	Camilla										O	Time.Data.Security	23	Software Support	1	082	Colleague
09/06/2017 11:18:28	M	Butterfield	Camilla										I	Time.Data.Security	23	Software Support	1	082	Colleague
08/06/2017 17:14:58	M	Butterfield	Camilla										O	Time.Data.Security	23	Software Support	1	082	Colleague
08/06/2017 16:38:00	M	Butterfield	Camilla										I	Time.Data.Security	23	Software Support	1	082	Colleague