

## Report System User Guide

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## Introduction

## **Purpose of document**

*Intellect Web Report System. User guide* document contains information that is necessary for setting and further operation of *Intellect* software package report system and its vertical solutions. In the system working with reports is made through Web interface.

The structure of the document allows the user to skim over the provided information about *Intelle ct Web Report System* and select, according to degree of training, interesting parts for detailed study. Chapters in the guide are of information or reference content. They have their own internal structure.

The Introduction chapter is for general examination of the user with *Intellect Web Report System* system functionality and implementation features.

Recommendations that are necessary to user-administrator for *Intellect Web Report System* system installation are given in details in the Requirements for Intellect Web Report System realization and Intellect Web Report System installation and removing chapters of this guide.

Description of startup and shutdown of *Intellect Web Report System* system is given in Intellect Web Report System startup and shutdown chapter.

A brief excursus into system interface is given in Intellect Web Report System interface chapter.

Further in the Intellect Web Report System administration chapter there are step-by-step instructions for setting user private parameters and activation of required functionality. This information is useful both for system administrator and for operator who has rights to administrate system settings.

Information about using *Intellect Web Report System* functionality is given in the Working with Intellect Web Report System chapter.

## **Purpose of Intellect Web Report System**

*Intellect Web Report System* is a site that is located in the local network or Internet according to requirements to security system that is performed on the basis of *Intellect* software package. Administration and working with this system is performed entirely through the Web interface.

Web interface of Intellect Web Report System allows accomplishing the following tasks:

- 1. Creating and exporting reports by event log and viewing video archive from registration time of the selected event in the report (General reports). The base *Intellect* software package is required for working.
- 2. Creating and exporting reports by performed changes (General reports). The base *Intellect* software package is required for working.
- 3. Creating and exporting reports of *Auto-Intellect* module ("Auto" reports). The *Auto-Intellect* software package is required for working.
- 4. Creating and exporting general and detailed reports by work time accounting (WTA reports). The ACFA Intellect soft ware package is required for working.
- 5. Creating and exporting general and detailed reports by count of people in the monitored object (People Counter detection). The *Intellect Detector Pack* and *Face-Intellect* software package is required for working.
- 6. Creating and exporting reports by queue length (Queue length detections). The *Intellect Detector Pack* software package is required for working.
- 7. Creating and exporting general and detailed reports by POS-events (POS reports). The POS Intellect software package is required for working.
- 8. Setting up reports by POS events (setting up statuses of POS-events and so on).

#### Note.

Statuses of POS events are used for analyzing POS events while creating reports.

- 9. Setting up the varied user access to all reports.
- 10. Setting up the Intellect Web Report System operation in the auto mode.

#### Note.

In *Intellect Web Report System* one can generate reports automatically on the schedule with subsequent s aving report files on local computer and/or sending them by e-mail.

11. Creating and exporting customer behavior reports. The *Intellect Detector Pack* software package and *Analytics Pack* subsystem are required for working.

## **Components of Intellect Web Report System**

The following components perform Intellect Web Report System realization:

- 1. Web server computer that is supposed to be used for location of system site.
- 2. Clients computers that are supposed to display Web interface of system.

In particular case Client and Web server of *Intellect Web Report System* can coincide. In other cases Web server should be available for Clients through network.

Installation of *Intellect Web Report System* is performed only on computer that is supposed to be used as Web server (see Intellect Web Report System installation and removing chapter).

Requirements for realization of Web server and Client are given in details in Requirements for Intellect Web Report System realization chapter.

## **Requirements for Intellect Web Report System realization**

## Web server of Intellect Web Report System

For Web server organization of *Intellect Web Report System* it is necessary to install it from distribution kit that consists only of ReportSystem.msi installation package.

#### Attention!

For working with *Intellect Web Report System* it is strongly recommended to use Windows OS server platforms. This requirement is connected with limit of Microsoft Internet Information Services (IIS) server set in 10 simultaneous connections on any other Windows OS platforms.

#### Note.

*Intellect Web Report System* Web server is compatible with the same versions of operating systems as the Intellect software package.

Before Intellect Web Report System installation it is necessary to make sure that the following components are installed on computer:

- 1. Microsoft.NET Framework 4 platform;
- 2. Set of Microsoft Internet Information Services (IIS) servers;
- 3. ASP.NET 4.5 module.

If these program products are not installed it is necessary to install them.

#### Note.

Microsoft.NET Framework 4 platform is available for uploading at http://www.microsoft.com/.

#### Note.

Set of IIS servers is distributed along with operating systems of Windows family and as their optional component. Installation of IIS servers set is performed in accordance with vendor website. Installation of ASP.NET 4.5 module which is submodule to the IIS set of servers is performed in accordance with the following vendor website.

Note. (ī)

ASP.NET 4.5 module is to be enabled in the following places for Windows 8/8.1 OS:

- .NET Framework 4.5 add-on services;
- IIS services -> Internet Services -> Application development components.

#### Note.

The IIS Metabase and IIS 6 configuration compatibility component is to be enabled for Windows 10 OS.

Turn Windows features on or off
To turn a feature on, select its check box. To turn a feature off, clear its ch
.NET Framework 3.5 (includes .NET 2.0 and 3.0)
🕀 🔳 🔄 .NET Framework 4.6 Advanced Services
Active Directory Lightweight Directory Services
Embedded Shell Launcher
🗄 🗌 📙 Hyper-V
Internet Explorer 11
🖃 🔳 📊 Internet Information Services
FTP Server
🖃 🔳 📙 Web Management Tools
🖃 🔳 📊 IIS 6 Management Compatibility
IIS 6 Management Console
IIS 6 Scripting Tools
IIS 6 WMI Compatibility
IIS Metabase and IIS 6 configuration compatibility

For correct creation of reports in *Intellect Web Report System* Web server should be connected by network with all servers of databases that are used in operation. At the moment these are SQL servers that store database of *Intellect software package* configuration and system itself and optionally SQL servers where *Time and Attendance* and/or *POS reports* databases are located. In special cases both Web server and SQL server can be located on one computer.

The internal database of the server has the MS SQL format. A list of versions MS SQL Server, supported in *Intellect Web Report System* subsystem is identical with the list of versions for the Intellect software (see the Internal video Server database section).

Corresponding *Intellect* video servers (registered in the database of the *Intellect* configuration connected while installation) must be started in order to display the event video archive in detailed reports.

If the Clients connection to the Web server is supposed to be via network it is necessary to make sure that the Web server has the static IP address. Moreover it must be available on the Internet if it is specified in the security system project.

## **Client of Intellect Web Report System**

## **General requirements**

For proper displaying on Web interface Client of Face Intellect software package the following conditions are necessary:

1. Internet Explorer browser of 8.0 version and later.

## Attention!

Use Internet Explorer 32-bit browser for Intellect Web Report System functioning in 64-bit operating system.

- 2. If it is supposed to view video archive of event from the report:
  - a. Permission to use ActiveX components in browser.
  - b. ActiveX CamMonitor set component.

CamMonitor component is installed automatically with Intellect software package. If Intellect software package is not installed on the Client it's necessary to install this component separately.

## Setting up security parameters in Internet Explorer browser

On default the use of ActiveX components is forbidden in *Internet Explorer*, that is why it's necessary to set extra security parameters.

For this do the following:

1. Execute the **Tools** -> **Internet options** command in main menu of *Internet Explorer* browser.

Note.



2. In the **Internet options** dialog box go to the **Security** tab.

ternet	Option	5			?
General	Secur	ity Privacy Co	ontent Connec	tions Program	s Advanced
Select	a Web	content zone to s	specify its securit	y settings.	
	2				
Int	ernet	Local intranet	Trusted sites	Restricted sites	
•	This zo	<b>intranet</b> ne contains all W your organization			Sites
[ Secu	irity leve	l for this zone —			1
		<b>stom</b> Custom settings. To change the s To use the recor			Level.
		C	ustom Level	Default	Level
			ОК	Cancel	Apply

- 3. In selected zone of dialog box (selected on default) click **Custom level**.
- 4. In the **Security settings**dialog box execute the following settings:
- 4.1 Set the **Script ActiveX controls marked safe for scripting** checkbox to the **Enable** p osition.

4.2 Set the **Initialize and script ActiveX controls not marked as safe** checkbox to the **Enable** position.

- 5. Click OK in Security settings, and then in Internet options.
- 6. Restart browser.

Setting security parameters in Internet Explorer browser is completed.

# Intellect Web Report System installation and removing

## Installation

The *Intellect Web Report System* is installed as a part of the *Intellect* software. Information about compatibility of the *Intell ect* software versions and *Intellect Web Report System* is presented by link: General information about product releases and versions compatibility.

To install Intellect Web Report System do the following:

- 1. Start the ReportSystem.msi installation package.
  - 2. In the language dialog window select the language from the list.

Select insta	allation language
12	Select language of Setup Wizard from the list
	English (United States)
	Select Cancel

3. Click **Next** in the welcome window of setup wizard.



The dialog box of the License agreement is displayed.

4. To continue the installation one should accept the terms of the License agreement by setting the switch into **I accept the terms of the License agreement** position. Then click **Next**.

L <b>icense agreement.</b> Please read the License agree	ment carefully.		and C	
End-User	r License Agr	eement (E	ULA)	
Important! Read the follow and/or using this software your acceptance of these to	. Installing, copy			
This AxonSoft End-User I between you, the End-Use AxonSoft governing the u including any and all asso electronic documentation p	r of the License r use of the this so ciated media, prir	ights granted ftware accomp ited materials,	herein, and panying this EUI	LA,
<ul> <li>I accept the terms of the L</li> <li>I do not accept the terms of</li> </ul>				
	Print	Back	Next	Cancel

#### The **Select DB server** window is displayed.

5. From the **Select DB Server from the drop-down list** select SQL server where the database of the Intellect software package configuration is located. The database of *Intellect Web Report System* will be created on the same SQL server.



changes should be made in C:\Program Files\Intellect\Modules\Wt2\Web.config file by correcting t following connection string: <add name="ReportSystemConnectionString" connectionString="Password=ITV;Persist Security Info=True;User ID=sa;Initial Catalog=ReportSystem;Data Source=(local)\SQLEXPRESS;" providerName="System.Data.SqlClient" /&gt;.</add 	he
ITV/Axxon Intellect Web Report System v.3.0.0.231 Setup Wizard	
Select DB Server	
Select DB Server and authentication method.	
Select DB Server from the drop-down list.	
(local)\SQLEXPRESS	
Choose user identification procedure based on the present user account or SQL Server identity check.	
C Windows user account	
• Use the following username and password:	
Login sa	
Password	
Back Next Cancel	

6. Set the authentication method that will be used by the *Intellect Web Report System* while connecting to SQL server with the database of the Intellect software package configuration. Connecting by the **Windows Account information** method there is a confirmation of user identity by using current account information of Windows OS. Method of using specified user name and password allows confirming SQL server authenticity.

#### Note.

(II)

Windows Account information method is used in the following cases:

- a. When SQL server where it's necessary to create *Intellect Web Report System* database and system itself are installed on one computer.
- b. When SQL server and *Intellect Web Report System* system are installed on different computers connected by TCP/IP and located in one network domain. An account for user that is authorized in Windows OS on computer where *Intellect Web Report System* is installed should be created in Windows OS on computer with installed SQL server.

#### Note.

Method of using login and password is for the following cases:

- a. When SQL server where it's necessary to create *Intellect Web Report System* system database and system itself are installed on one computer.
- b. When SQL server and *Intellect Web Report System* system are installed on different computers con nected by TCP/IP and located in one network domain. At the same time specified user name (login) and password should be the same as user name (login) and password that are used to SQL server access.
- 7. To continue the installation process click **Next.**

The window where it is necessary to set connection string of *Report System* to the database of Time and attendance module, to *POS Intellect* database and/or *AUTO Intellect* database. Connected databases will be the data source when creating reports.

#### (i) Note.

If the POS Intellect software and the AUTO Intellect software are installed after the *Intellect Web Report System* installation, the connection of *Intellect Web Report System* database to the corresponding module is to be performed. Launch the Repairing mode of *Intellect Web Report System* and enter the corresponding connection strings (see Repairing section).

Setting DB connection strings	
Specify the corresponding data source modules and click Next.	es for POS, Auto, Time and Attendance and other
Connection to the main Intellect DB	
Connection to POS DB	
Connection to Auto DB	Data Source=(local)\SQLEXPRESS;Persist Security Info=True;Password=itv;User ID=sa;Initial Catalog=traffic_db;Provider=SQLOLEDB.1

- 8. To set connection string to the database of *Time and Attendance* module do the following: 8.1 Click **Connection to the main Intellect DB**.
  - 8.2 As a result the **Data link properties** dialog box is displayed.

🖶 Data Link Properties	x
Provider Connection Advanced All	
Select the data you want to connect to:	
OLE DB Provider(s) Microsoft Jet 4.0 OLE DB Provider Microsoft Office 12.0 Access Database Engine OLE DB Provide Microsoft OLE DB Provider for Analysis Services 9.0 Microsoft OLE DB Provider For Data Mining Services Microsoft OLE DB Provider for Indexing Service Microsoft OLE DB Provider for Internet Publishing Microsoft OLE DB Provider for ODBC Drivers Microsoft OLE DB Provider for OLAP Services 8.0 Microsoft OLE DB Provider for OLAP Services 8.0 Microsoft OLE DB Provider for SQL Server Microsoft OLE DB Simple Provider MSDataShape OLE DB Provider for Microsoft Directory Services SQL Server Native Client 10.0	
Next >>	
OK Cancel Help	

8.3 In the **Data provider** tab select **Microsoft OLE DB Provider for SQL Server**. Click **Ne xt**.

8.4 As a result there will be an automatic switch to **Connection**.

🗒 Data Link Properties 🛛 🔀
Provider Connection Advanced All
Specify the following to connect to SQL Server data: <ol> <li>Select or enter a server name:</li> <li>A-DYNDALEV\SQLEXPRESS</li> <li>Refresh</li> </ol> <li>2. Enter information to log on to the server: <ol> <li>Use Windows NT Integrated security</li> <li>Use windows NT Integrated security</li> <li>Use a specific user name and password:</li> <li>User name: a <ol> <li>Password: ***</li> <li>Blank password</li> </ol> </li> </ol></li>
3. Select the database on the server:
Using the filename:
OK Cancel Help

8.5 In **1. Select or enter a server name** line select from the list or enter manually the name of SQL server where database of *Time and Attendance* module is stored.

8.6 To log on SQL server it is necessary to set authentication parameters. For this set switch into **Use a specific user name and password** position. In the **User name** and **Password** fields enter username (login) and password in order to connect to SQL server. Set the **Allo w saving password** checkbox.

8.7 To check connection to SQL server click **Test connection**.

In case of successful connection the window with the **Test connection succeeded** messag e will be displayed.

Microsoft	: Data Link 🔀
į)	Test connection succeeded.
	ОК

It's necessary to click  $\mathbf{OK}$  in the window of message and as a result the window will be shut down automatically.

If the name of SQL server and/or authentication parameters that are used in order to connect to it were set wrong then the corresponding message is displayed.

Microsoft	: Data Link Error 🔀
8	Test connection failed because of an error in initializing provider. Login failed for user 'a'.
	ок

To shut down the window with the message, click **OK**. Then correct the data and check connection to SQL server once again.

8.8 If check of connection to SQL server is successful, select from the **Select database on server** list the name of connected database.

(i)	<b>Note.</b> Database of the <i>Time and Attendance</i> module coincides with the database of Intellect configuration (name by default is intellect).
-----	--

8.9 Click **OK** in the **Data connection properties** dialog box. As a result of this operation the dialog box will shut down.

Setting connection string to the database of *Time and Attendance* module is completed.

9. To set connection string to *POS* database do the following:

#### 9.1 Click Connection to POS DB.

9.2 As a result of this operation the **Data connection properties** dialog box is displayed. 9.3 Repeat 8.3-8.9 steps but connect POS database (name by default is *pos*).

Setting connection string to POS database is completed.

10. To set connection string to *AUTO* database do the following:

#### 10.1 Click Connection to Auto DB.

10.2 As a result of this operation the **Data connection properties** dialog box is displayed. 10.3 Repeat 7.3-7.9 steps but connect AUTO database (name by default is *traffic db*).

Connection strings to databases are displayed in the **Setting DB connection strings** dialog

Setting DB connection strings	S SAN AN AND AND AND AND AND AND AND AND AN
pecify the corresponding data source nodules and click Next. Connection to the main Intellect DB	es for POS, Auto, Time and Attendance and other Provider=SQLOLEDB.1;Password=itv;Persist Security Info=True;User ID=sa;Initial Catalog=intellect;Data Source=(local)\SQLEXPRESS
Connection to POS DB	
Connection to Auto DB	Data Source=(local)\SQLEXPRESS;Persist Security Info=True;Password=itv;User ID=sa;Initial Catalog=traffic_db;Provider=SQLOLEDB.1

11. Click **Next**. If DB connection strings has not been set then the **DB connection strings need setting** dialog box will be displayed as a result.

V/Axxon Intellect Web Report Sys	stem v.3.0.0.231 Setup Wizard	
3 connection strings need sett	ing	
nnection to DBs was not set at the pre nnection settings, click Back. To contin	vious step of installation. To return to ue installation, click Next.	DBs

This dialog box warns about failure of connection to DB that doesn't guarantee the operation of the system.

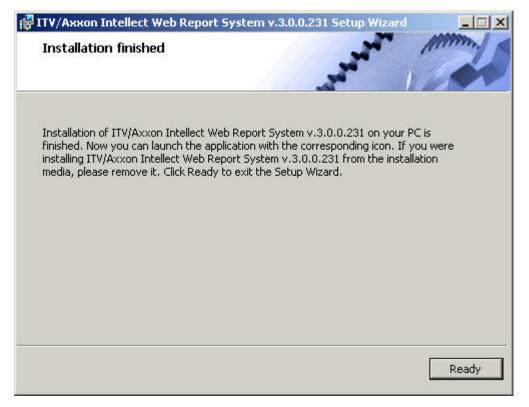


rogram Files\Интеллект\Modules\Wt2\Web.config file and adding connection strings. Examples of connection strings are given below:

- a. <add name="IntellectDB" connectionString="Provider=SQLOLEDB.1;Password=itv;Persist Security Info=True;User ID=sa;Initial Catalog=intellect;Data Source=WS2\SQLEXPRESS"/>
- security Info=False;Database=pos;Provider=SQLOLEDB.1"/>
- c. <add name="ReportSystemConnectionString" connectionString="Password=itv;Persist Security Info=True;User ID=sa;Initial Catalog=ReportSystem;Data Source=(local)\SQLEXPRESS;"/>
- 12. To continue installation, click **Next**. As a result of this operation installation starts.

ITV/Axxo	n Intellect Web Rep	<u></u>	31 Setup Wizard .0.0.231 installatio	an an
Please wait	till ITV/Axxon Intellect We	eb Report System v	.3.0.0.231 installation i	s finished.
State:	Copying new files			

Message that Intellect Web Report System installation is finished is displayed in a new dialog box.



*Intellect Web Report System* installation is finished and system is installed in *C:\Program Files\Интеллект\Modules\Wt2* fol der.

 Note. If there is no folder it will be created automatically.

### Attention!

After Intellect Web Report System installation it's necessary to restart Intellect software package.

## Repairing

Repairing mode is designed for reinstallation of all components of Intellect Web Report System.

To start repairing mode it's necessary to start *Intellect Web Report System* installation once again without removing previous version of system.

To repair Intellect Web Report System do the following:

1. Start the ReportSystem.msi installation package. The dialog box of action selection is displayed.

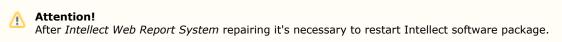
(TV/Axxon Intellect Wel	o Report System v.3.0.0.231 Setup	Wizard
Select action	and the second s	M. Manny
Choose operation to execu click Next.	te with ITV/Axxon Intellect Web Report S	5ystem v.3.0.0.231 and
• Repair		
C Remove		
	Ne	ext Cancel

- 2. Select **Repair** type and click **Next** The **Selection DB server** box is displayed.
- 3. In this and following boxes repeat 4-9 steps of *Installation* part. The dialog box of *Intellect Web Report System* repairing is displayed.

	n Intellect Web Report System v.3.0.0.231 Setup Wizard g ITV/Axxon Intellect Web Report System v.3.0.0.2	-
керанн	g TTV/ AXXON Intellect Web Report System V.S.U.U.2	31
Please wai	t till Setup Wizard repairs ITV/Axxon Intellect Web Report System	v.3.0.0.231.
State:	Checking installation	
	Back, Next	Cancel

When repairing is finished the dialog box, where it's necessary to click **Ready**, is displayed.

Intellect Web Report System repairing is completed.



## Updating

Updating mode is used for installation of Intellect Web Report System new version without removing the previous one.

To update Intellect Web Report System do the following:

1. Start the ReportSystem.msi installation package. The dialog box of *Intellect Web Report System* updating is displayed.

ITV/Axxon Ir	tellect Web Repo	rt System v.3.0.0.	231 Setup Wizard	
Update IT v.3.0.0.231		t Web Report Sy	vstem	
ITV/Axxon Int other applicati ITV/Axxon pro	ons. Click Next to cor	stem v.3.0.0.231 so ntinue update or Can	ftware is updating, Please cel to exit, Thank you for	e quit all choosing
			Next	Cancel

2. Click **Next**.

The Selection DB server box is displayed.

3. Repeat steps 4 and 5 of Installation part.

The dialog box of Intellect Web Report System updating is displayed.

	on Intellect Web Report System v.3.0.0.231 Setup Wizard xon Intellect Web Report System v.3.0.0 231 installatio	×
Please wai	ait till ITV/Axxon Intellect Web Report System v.3.0.0.231 installation is	; finished.
State:	Copying new files	
		nd:
	Back Next	Cancel

When updating is finished the dialog box, where it's necessary to click **Ready**, is displayed.

Intellect Web Report System updating is completed.



## Removing

*Intellect Web Report System* installation wizard also operates in removing mode. This mode is necessary when you need to remove all *Intellect Web Report System* components on your Computer.

Starting removal is performed by using one of the following ways:

- 1. Using Add or Remove Programs application of Windows OS control panel;
- 2. Using ReportSystem.msi installation package.

As a result of one of these actions the dialog box of action selection is displayed.

ITV/Axxon Intellect Web Report System v.3.0.0.231 Setup Wizard	
Select action	Allinn.
Choose operation to execute with ITV/Axxon Intellect Web Report System v.3. click Next.	0.0.231 and
O Repair	
© Remove	
	ę.
Next	Cancel

#### Select Remove type and click Next.

The dialog box of removing process of Intellect Web Report System will be displayed.

se wait till Setup Wizard n	moves ITV/Axx	on Intellect Web	Report System	v.3.0.0.231.
e: Removing folder			,,	

When removing is finished the dialog box, where it's necessary to click **Ready**, is displayed.

Intellect Web Report System removing is completed.

## Intellect Web Report System licensing Activation key

*Intellect Web Report System* functionality is restricted by the activation key that is bundled with the *Intellect* installation kit.

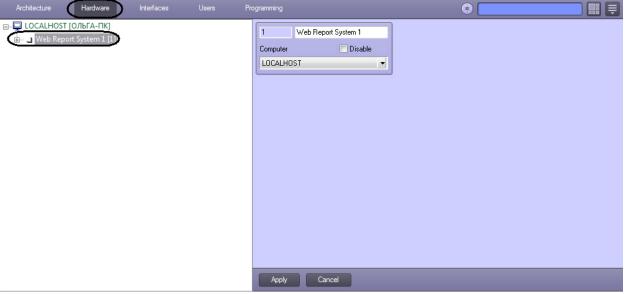
If the *Intellect Web Report System* is extended (for example if it is necessary to add some types of reports) then it is necessary to replace the previous activation key with a new one that will restrict the updated system functionality.

## Activation of Intellect Web Report System functionality

Attention! The activation of *Intellect Web Report System* functionality is possible only if there is the corresponding activation key.

To activate Intellect Web Report System functionality do the following:

- 1. Start Intellect.
- 2. Create the **Web report system** object on the basis of the **Computer** object on the **Hardware** tab of the **System** settings dialog box.



3. Create the objects (**Time and Attendance reports**, **POS reports**, **Queue-length detection**, **People counter detection**, **AUTO reports**, **General reports**, **Customer behavior reports**) on the basis of the **Web report system** object corresponding to the types of reports specified in the activation key.



Activation of Intellect Web Report System functionality is completed.

# Intellect Web Report System startup and shutdown

## Ways of starting

Starting of Intellect Web Report System is carried out in one of two ways:

- 1. If the Client coincides with the Web server through the Start menu of Windows OS: Start -> All Programs -> Intellect -> Reports system;
- 2. On any Client through the connection string of the browser: http://< Web server IP address>:8081/Reports.

As a result of one of these actions Intellect Web Report System authorization page is displayed.

Report System	
	Username
	Password
	Remember
	Enter!

## Authorization

For Intellect Web Report System authorization do the following:

- 1. Start Intellect Web Report System in one of the available ways (see Ways of starting).
- 2. Type the username, password.

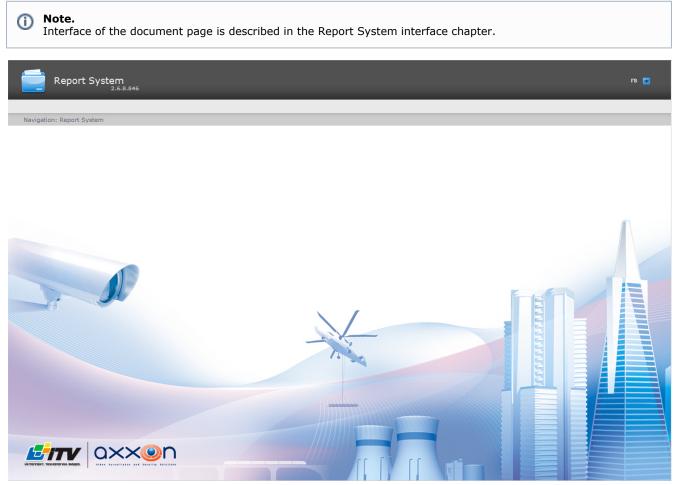
#### Note.

Initial entry to Intellect Web Report System is under rs user who has administrative rights. In the Userna me and Password fields one should type rs. Further the administrator has to set the system for a multiuser mode (for more details see Set up the roles and users section).

Username	rs
Password	••
	Remember
	Enter!

- 3. Set the **Remember** checkbox if the automatic authorization in Report System (with parameters specified in the step 2) is required.
- 4. Click Enter.

As a result one goes on the Intellect Web Report System document page.



## Shutdown

To shutdown Intellect Web Report System close the window in the browser.

## **User switching**

One can switch Intellect Web Report System users fast.

For this do the following:

1. In the right upper corner of the Web interface hover cursor over the current username or over 🔽 icon.



- 2. In the context menu select the **Exit** item.
- 3. *Intellect Web Report System* authorization box is displayed. Type the username under which one should enter the system, password and click **Enter** (see the Authorization chapter).

User switching is completed.

## **Intellect Web Report System interface**

Intellect Web Report System interface consists of the following elements:

- 1. context menu;
- 2. page of documents;
- 3. administration page;

4. user profile page.

## **Context menu**

Intellect Web Report System context menu is available both on the page of documents and on the administration page.

In order to display the context menu hover cursor over the current username in the right upper corner or over 💌 icon.



The following operations are available from the context menu:

- 1. Switch to the administration page the **Administration** item is used;
- 2. Switch to the user profile page the **Profile** item is used;
- 3. Switch to the authorization page the **Exit** item is used.

### Page of documents

Page of documents is displayed automatically after the authorization in Intellect Web Report System.

Besides the context menu the reports menu is also displayed on the page of documents.





#### Note.

If there are no operation rights for Time and Attendance reports and/or POS reports then the corresponding items of the reports menu (POS reports, Time and Attendance reports) are not displayed.

## Administration page

Switch to the *Intellect Web Report System* administration page is carried out through the context menu by selecting the **Ad ministration** item.

#### Note.

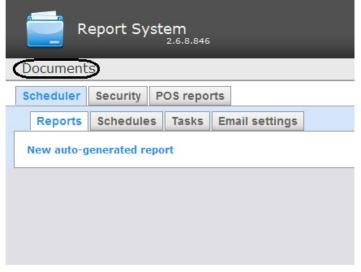
For some users this item can not be displayed (it depends on the availability of the administration rights).



The Intellect Web Report System administration page will display.

Report System	rs 🔽
Documents	
cheduler Security POS reports	
Reports         Schedules         Tasks         Email settings	
New auto-generated report	

To return to the documents page click the **Documents** link.



## User profile page

Changing the interface language of *Intellect Web Report System* is performed in the user profile page.

Report System	11 🗖
Reports	
Profile	
Language English 💌	
Save	

Switch to the *Intellect Web Report System* user profile page is carried out through the context menu by selecting the **Profil e** item.



## Change the Intellect Web Report System interface language

To change the interface language, do the following:

1. Go to the user profile page.



- 2. From the Language drop-down list select the requested interface language (1).
- 3. Click Save (2).

Changing the interface language is completed.

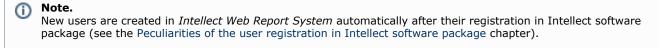
## **Intellect Web Report System administration**

## Set up the roles and users

In *Intellect Web Report System* one role and one user are registered by default. They are **Administrators** and **rs** accordin gly. They cannot be removed.

The **rs** user has rights to control all the components of *Intellect Web Report System* subsystem. The role of this user can't be changed. There is a possibility to change the password for **rs** user login to the *Intellect Web Report System* subsystem. Changing the password is performed on the **Profile** tab (see the Change the password section). The other user are able to change the password only on the **Programming** tab of the *Intellect* software.

In order to register an operator with individual rights one should create a new user and a new role with these rights.



On default, users created in the *Intellect* software don't have any roles and operations, they don't have the rights to control *Intellect Web Report System* subsystem. All rights can be assigned them by subsystem administrator, on default it is the **rs** user.

Setting up the roles and users is carried out in the **Security** tab on the administration page.

#### Set up the roles

Setting up the roles is carried out in the **Role > operations** tab.

The following actions with roles are available:

- 1. Role registration with assigning the operations available for this role;
- 2. Role editing;
- 3. Role removing.
- **Role registration**

In order to register a new role in *Intellect Web Report System* do the following:

1. Go to the **Role > operations** tab.

- 2. Click Create (1).
- As a result a new line will be added to the Role > operationstable. Fill in its fields:
   3.1 In the Role field type the name of a new role (2).

3.2 In the **Description** field type a brief description of the operations that will be available to the users with a new role (**3**).



4. In the **Operations for the role** table (**4**) in the **Selected** column set checkboxes for those operations that should be solved by users with a new role.

#### Note.

It is recommended to study the description of operations beforehand in the **Description** column of the same table.

5. In order to register a role click **Save** (5).

```
(i) Note.
```

In order to cancel the registration of a new role click  $\mbox{Cancel}$  (6).

Role registration in Intellect Web Report System is completed.

#### Role editing

In order to edit a new role do the following:

1. Go to the **Role > operations** tab.

	Rep	port System 2.6.8.846						rs 🗖
Doci	uments							
Sche	duler	Security POS reports						
			> operations					
0.5			operations		_			
Ro	le > ope	erations			Ор	eratio	ns for the role : Administrator	
	Actions	Role	2 Description	Operations	-	Selected	Operation	Description
1	1	Administrator	Access to Report System admin	nis Time and Attendance Module operat	1	V	QueueLength Operator	QueueLength Re
2	28	Anonymous Intellect user	Access to Report System function	s f Time and Attendance Module operat	2		Time and Attendance Module operator	Executes reque
3	28	POS expert	Executes requests	POS operator	3		POS operator	Executes reque
					4		POS expert	Changes event
					5		PeopleCounter Operator	PeopleCounter
					6		Administrator	Administers Rep
C	reate				Sa		5 Cancel	

- 2. For the required role click  $\swarrow$  button in the **Actions** column of the **Role > operations** table e (1).
- 3. As a result one can edit some role parameters. For example:

3.1 In the **Description** field (**2**) one can edit a brief description of operations that will be available for users with this role.

3.2 In the **Operations for the role** table (**3**) in the **Selected** column one can edit the list of operations that should be solved by users with this role by setting or deselecting the corresponding checkboxes.

4. In order to save the changes in role parameters click **Save** (4).

```
    Note.
    In order to cancel the changes in the role click Cancel (5).
```

#### Role editing is completed.

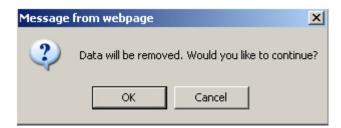
### **Role removing**

In order to remove the role, do the following:

1. Go to the **Role > operations** tab.

		operations tast			
Us	ers > roles	Roles > users	Role > operations		
Ro	le > oper	ations			
	Actions	Role		Description	Operations
1	2	Administrator	Access t	o Report System adminis	Time and Attendance Module opera
2	20	Anonymous Intellect u	user Access to	Report System functions	Time and Attendance Module opera
3	28	POS expert	Executes I	requests	POS operator

- 2. For the required role click button in the **Actions** column of the **Role > operations** tabl e.
- 3. In the appeared box confirm the role removing by clicking  $\ensuremath{\textbf{OK}}$  .



Role removing is completed.

## Peculiarities of the user registration in Intellect software package

The algorithm of user registration in *Intellect* software package is given in details in *Intellect software package: Administrator's Guide.* 

Registering the user in Intellect software package one should take into account the following peculiarities:

- 1. In *Intellect Web Report System* the username is the user login that is set while its adding to the user rights in *Intell* ect software package.
- 2. The same rules as for the login in Windows OS are applied to the username (and login).

### Set up the correspondence between the roles and users

Setting up the correspondence between the roles and users can be carried out in two ways:

- 1. If the roles are assigned to the user then the **Users > roles** tab is used.
- 2. If the users are added to the role then the **Roles > users** tab is used.

#### Assigning the roles to the user

In order to assign the roles to the user do the following:

1. Go to the **Users > roles** tab.

	Report Sy	/stem 2.6.8.846		
Docu	uments			
Sche	eduler Security	POS reports		
Us	sers > roles Rol	es > users Role > ope	erations	
Us	ers > roles			
	ID	Username	Comments	Roles
1	anonymous	anonymous	Anonymous intellect user.	Anonymous Intellect user
2	rs	rs		Administrator

- 2. Left-click the required user.
- 3. As a result the **Roles for the user: <username>** table is displayed (1).

13	ers > roles				(	Roles for the user:ano	nymous
	ID	Username	Comments	Roles	1	Name	Description
	anonymous	anonymous	Anonymous intellect user.	Anonymous Intellect user	1	Administrator	Access to Report System administration
	rs	rs		Administrator	1	Anonymous Intellect user	Access to Report System functions for another
						POS expert	Executes requests
							1

4. On can change the list of roles assigned to the user by setting or deselecting the corresponding checkboxes (1).

Note     To a		e user set the checkbox in the table head a	at the <b>Name</b> field.
R	oles for the user:ano	nymous Description	
	Administrator	Access to Report System administration	
	Anonymous Intellect user	Access to Report System functions for anon	
	POS expert	Executes requests	

5. Click Save (2).

Assigning the roles to the user is completed.

#### Adding the users to the role

In order to add the users to the role do the following:

1. Go to the **Roles > users** tab.

Users > roles Roles >	users Role > operations	
Roles > users		
Name	Description	ID
Administrator	Access to Report System administration	rs
Anonymous Intellect user	Access to Report System functions for anonymous o	anonymous
POS expert	Executes requests	

- 2. Left-click the required role.
- 3. As a result the **Users in the role: <role name>** table is displayed (1).

Roles > use					Users in the role		
Nam	ne		cription	ID		Username	Comments
Administrator		Access to Report Sys			1 □ anonymous 2 ☑ rs	anonymous	Anonymous intellect user
Anonymous Inte POS expert	llect user	Executes requests	tem functions for anonymanony	mous	V2 M rs	rs 1	
						<4 Page 1 of 1	▶> ▶1 25 💌 View 1 -
Note     To a	<b>e.</b> dd all	possible users		e by setting or dese he checkbox in the t Comme	2 Save	esponding ch	
Note     To a	e. dd all sers	possible users	s to the role set t Administrator	he checkbox in the t	2 Save lecting the correct table head at the	esponding ch	

Adding the users to the role is completed.

## Change the password

#### Attention! ∕

The password can be changed in the **Profile** page only for the **rs** user. The password changing for other users is performed only on the **Users** tab of the *Intellect* software.

To change the password for **rs** user login to the *Intellect Web Report System* subsystem, do the following:

1. Go to the user profile page.

Report System
Reports
Profile
Language English 💌
Password Change
—
Save

- In the **Password** field click the **Change** button (1).
   In the **Current password** field enter the current password for login to the *Intellect Web Report System* subsystem (**1**).

Report System
Reports
Profile
Language English 💌
Password Current password
New password
Confirm password
3
Change 4
Save 5

- 4. In the **New password** field enter the new password for login to the *Intellect Web Report System* subsystem (2).
- 5. In the **Confirm password** field enter again the new password (3).

ĥ	Attention!

The new password should contain at least 6 symbols.

- 6. Click the **Change** button (**4**).
- 7. Click the **Save** button to save changes (5).

Changing the password for **rs** user login to the *Intellect Web Report System* subsystem is completed.

## Setting up Intellect Web Report System operation in the automatic mode

## Intellect Web Report System setting up procedure in the automatic mode

Setting up the *Intellect Web Report System* operation in the automatic mode is carried out in the **Scheduler** tab on the administration page.

The following succession is recommended while setting up:

1. In the **Email settings** tab setup the SMTP Server used for sending the auto-generated reports.

Note. This step can be missed if there is no need to send the reports by e-mail in the automatic mode.

- 2. In the **Reports** tab create the list of auto-generated reports.
- 3. In the Schedules tab setup the schedule of Intellect Web Report System operation in the automatic mode.
- 4. In the Tasks tab create the tasks for auto-generating the reports. Start their execution.

#### SMTP Server setup

In order to set up the SMTP Server do the following:

1. Go to the **Email settings** tab.

	Scheduler	Security F	OS repo	rts		
	Reports	Schedules	Tasks	Email settings		
	Parameter	s				
	Email addre	ss	<b>C</b>	sername@itv.ru	$\supset_1$	
	SMTP Serve	r	C	_	<b>⊃</b> 2	
	Username			sername	⊃³	
	SMTP Serve	r port	2	er password 5	_4	
(	Enable SSL	coding	N	5		
	Save 6					

- 2. In the **Email address** field (1) type the e-mail address from which the auto-generated reports will be sent.
- 3. In the **SMTP Server** field (2) enter the name of SMTP Server.
- 4. In the Username field (3) enter the name of account used for sending the messages to SMTP Server.
- 5. Specify the password of the account used for sending the messages to SMTP Server. For this click the **Enter password** link. In the box enter the password.

Username	username
Password	$\bigcirc$
	Use previously entered password

- 6. In the SMTP Server port field (4) enter the port number used by SMTP Server.
- 7. If the SSL coding is required to connect the SMTP Server then set the **Enable SSL coding** checkbox (5).
- 8. Click Save (6).

SMTP Server setup is completed.

## Auto-generated reports setup

One can assign and setup the reports that will be auto-generated on the schedule.

#### Note.

Schedule setup is given in details in Setting up the schedule of operation in the automatic mode . The connection between the report and the schedule element is setup at the final stage when the task is created (see the Setting up the automatically executed tasks chapter).

#### Making the report

In order to make the auto-generated report do the following:

1. Go to the **Reports** tab.

Report System						
Documents						
Scheduler Security POS reports						
Reports Schedules Tasks Email settings						
New auto-generated report						

- 2. Click the **New auto-generated report** link.
- 3. As a result the **New report** form is displayed.

New report				×
Report description				
Name Detailed g	general report			<b>D</b> 2
Description				3
Report parameters				
Type of report: Detaile Detaile Emplo	ed general report ed general report byee time clock report	1		
Parameter Error r	eport al report			
Area: General General	alized report -worked report			
Lateco	omers report			
Preser	I acts report nce in the workplace report			
Report	t by cashier t by operator			
Report T-12	t by POS			
T-13 Work	schedule violations	J		
		1	ок	Cancel

- 4. In the **Report parameters** group from the **Type of report** list (1) select the required type of report.
- 5. In the **Name** field (2) of the **Report description** group the prior report name is displayed automatically. If it is necessary it can be edited.
- 6. In the **Description** field (3) of the **Report description** group enter the description of the report contents.

1	Note.				
	This field does not have to be filled in.				

7. Set up the report parameters in the group of the same name (1).

£	Note.
0	<b>Note.</b> The parameters are individual for every type of report, the procedure of their setting is clear.

Report pa	arameters	
Type of re	eport: Latecomers report	
Parameter	Value	
Area:	Region 1 🔽	1
Period:	Selected date and time 💽 8/17/2011 🗰 10:44 AM	

3
Cancel
[1.

8. In order to save the description and new report parameters click **OK** (2).

#### (i) Note.

In order to cancel making the report click  $\mbox{Cancel}$  (3).

Making the auto-generated report is completed. **Editing the report** 

In order to edit the auto-generated report do the following:

1. Go to the **Reports** tab.

Reports	Schedules	Tasks	Email settings				
New auto-generated report							
Name	e Descrip	tion 1	Type of report	Edit			

Name	Description	Type of report	Edit
Latecomers report		Detailed general report	28
Hours-worked report		Detailed general report	28

- Click for the required report in the Edit column.
   As a result the Edit report form is displayed. In this form one should edit the description and report parameters by analogy with the New report form (see Making the report section).

Edit report	×
Report description	
Name Hours-worked report	
Description	
Report parameters	
Type of report: Detailed general report	
Parameter Value	
Area: Region 1	
Period: Selected date and time 💽 8/17/2011 🗰 10:44 AM	
	OK Cancel

4. In order to save the report changes click **OK**.

<ul> <li>Note.</li> <li>In order to cancel the report changes click Cancel.</li> </ul>
--

In order to change the language of the auto-generated report select the corresponding language in the profile page of the rs user (see User profile page section).

Editing the auto-generated report is completed.

#### **Deleting the report**

In order to delete the auto-generated report do the following:

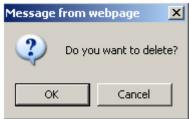
1. Go to the **Reports** tab.

Reports	Schedules	Tasks	Email settings
---------	-----------	-------	----------------

New auto-generated report

Name	Description	Type of report	Edit
Latecomers report		Detailed general report	20
Hours-worked report		Detailed general report	28

- 2. Click 🗑 for the required report in the **Edit** column.
- 3. In the appeared window confirm the report deleting by clicking **OK**.



Deleting the auto-generated report is completed.

## Setting up the schedule of operation in the automatic mode

Setting up the schedule of Intellect Web Report System operation in the automatic mode is performed by creating the schedule items. Later on any of created items in the schedule can be used while creating the task that should be executed in the automatic mode (see Setting up the automatically executed tasks section).

#### Creating the schedule item

In order to create the schedule item do the following:

1. Go to the Schedules tab.



- 2. Click the **New item in the schedule** link.
- 3. As a result the **New item in the schedule** form is displayed.

New item in the schedule		×
Time Beginning: 1/17/2011	00:00 2	
Repeat every day every week every month every year 3	every month  repeat 1 of every month  Sunday every 1 month	
		5 6 OK Cancel

4. In the **Time** group (1) enter the instant approaching which the required reports will be generated automatically.

		<b>Note.</b> The selection of required reports will be performed when the tasks are created (see Setting up the automatically executed tasks section).
	Ó	Note. In order to set current time it is convenient to use button (2).
5.		reports should be generated regularly since the specified instant then in the <b>Repeat</b> group set the checkbox boxes of required generation period ( <b>3</b> ).
	As a r	esult the tweaking form of strategy for repeating is displayed (4). The procedure of filling it in is clear. er to save the schedule item click $OK(5)$ .
(i)	Note.	

In order to cancel creating of the schedule item click **Cancel** (6).

Creating the schedule item is completed.

### Editing the schedule item

In order to edit the auto-generated report do the following:

1. Go to the **Schedules** tab.

Reports Schedules Tasks Email se			ttings		
New item in the schedule					
Strate	egy for rep	eating	Edit		
:00 repeat on	repeat on the 1 day every month				
:00 repeat eve	repeat every working day				
	the schedule Strate	the schedule Strategy for rep 2:00 repeat on the 1 day e	the schedule		

- Click for the required schedule item in the Edit column.
   As a result the Edit the schedule item form is displayed. In this form one should edit the schedule item action parameters by analogy with the New item in the schedule form (see Creating the schedule item section).

Repeat Image: grading <ul> <li>every day</li> <li>every week</li> <li>every week</li> <li>every month</li> <li>every year</li> </ul> <ul> <li>every working day</li> </ul>	0/47/0044	12:00 AM	
every day     every 1 day     every week     every working day	Beginning: 8/17/2011	12:00 AM	
every day     every week     every month     every month	Repeat 🗹	every day	
every month     every month	every day	O every 1 day	
	every week	<ul> <li>every working day</li> </ul>	
	every monen		

Note. 0

In order to cancel the changes in the schedule item click **Cancel**.

Editing the schedule item is completed.

### Deleting the schedule item

In order to delete the schedule item do the following:

1. Go to the **Schedules** tab.

Reports Schedules Tasks Email setting					
New item in the schedule					
Schedule	Schedule Strategy for repeating				
8/17/2011 12:00	repeat on the 1 day every month	20			
8/17/2011 12:00	repeat every working day	20			

Click for the required schedule item in the **Edit** column.
 In the appeared window confirm the schedule item deleting by clicking **OK**.

Message from w	vebpage 🛛 🗙
Do you	u want to delete?
OK	Cancel

Deleting the schedule item is completed.

# Setting up the automatically executed tasks

If the required reports should be auto-generated according to the specified schedule then it is necessary to create, set up and run a task.

#### Creating the task

In order to create the auto-executed task do the following:

1. Go to the **Tasks** tab.

Reports	s Schedules Tasks Email settings				
New t	ask				
Active	Schedules	Reports	Folders	Emails	Edit
	7/20/2016 12:00:00 AM repeat every 1 week (of Wednesday)		<ul> <li>D:\Reports_backup</li> </ul>	<ul> <li>olga.vorobyova@ru.axxonsoft.com</li> <li>sofya.uyutova@ru.axxonsoft.com</li> </ul>	

- 2. Click the **New task** link.
- 3. As a result the **New task** form is displayed.

	Edit the task
	Schedule :
	7/20/2016 12:00:00 AM repeat every 1 week (of Wednesday) 2
	Reports:
	<ul> <li>✓ Traffic statistics by vehicles groups</li> <li>✓ "Time slice" on zone</li> <li>Traffic statistics by vehicles type</li> </ul>
	Actions:
	Folders: D:\Reports_backup D:\AUTOReports 3
	olga.vorobyova@ru.axxonsoft.com; sofya.uyutova@ru.axxonsoft.com Emails:
	Activate: 🖉 5
	Activate.
	7 6
	Cancel OK
5.	In the <b>Reports</b> group (1) select the reports that should be auto-generated by setting the checkboxes. From the <b>Schedule</b> list (2) select the schedule according to which the selected reports should be generated. In the <b>Actions</b> group set up at least one action with the reports: 6.1 In the <b>Foldres</b> field (3) enter the path for the folders where the generated reports should be stored. Use Enter key as a separator, i.e. there is a certain line for every folder. 6.2 In the <b>Emails</b> field (4) enter the email addresses to which the generated reports should be sent. Use ";" sign as a separator.
	<ul> <li>Note. Generated reports that are sent to emails are PDF and XLS files.</li> </ul>
7.	In order to run the task execution right after its creation set the <b>Activate</b> checkbox ( <b>5</b> ).
	<ul> <li>Note. Later one can run the task execution at any moment (see the Running and stopping the task execution sec tion).</li> </ul>
8.	In order to save the task parameters click <b>OK (6)</b> .
D	Note. In order to cancel the task creation click Cancel (7).
D	<b>Note.</b> If there are no folders that are set at 6.1 step then the following message is displayed when the task parameters are saved. In order to auto create folders click OK.

Message from w	ebpage 🗙
D:\Rep	h folder: iorts i want to continue?
ОК	Cancel

Creating the automatically executed task is completed.

### Checking the task execution

One can check the task execution at any time without taking into account the selected schedule. For this do the following:

1

1

#### 1. Go to the **Tasks** tab.

R	eports	Schedules	Tasks	Email settings	
---	--------	-----------	-------	----------------	--

New task

Active	Schedules	Reports	Folders	Emails	Edit
V	8/17/2011 12:00:00 AM repeat on the 1 day every month	<ul> <li>Latecomers report</li> </ul>	■ D:\Reports	mail@mailserver.com	⊙∠ 8
	8/17/2011 12:00:00 AM repeat on the 1 day every month	<ul> <li>Latecomers report</li> </ul>	<ul> <li>D:/reports share</li> </ul>	<ul> <li>mail@axxonsoft.com</li> </ul>	•28

- 2. For the required task click 🔛 in the **Edit** column.
- Reports specified in the task will be generated and saved in the folders and/or sent to the e-mail addresses. If it is not happening one should check whether the actions with reports are set up correctly (see Creating the task section ).

Checking the task execution is completed.

### Running and stopping the task execution

One can run and stop the task execution without editing them. For this do the following:

1. Go to the **Tasks** tab.

Reports Sch	edules Tasks	Email settings
-------------	--------------	----------------

#### New task

Active	Schedules	Reports	Folders	Emails	Edit
	8/17/2011 12:00:00 AM repeat on the 1 day every month	Latecomers report	■ D:\Reports	mail@mailserver.com	•28
U	8/17/2011 12:00:00 AM repeat on the 1 day every month	Latecomers report	D:/reports share	<ul> <li>mail@axxonsoft.com</li> </ul>	•29

2. In the **Active** column set the checkboxes checked for the tasks that should be run and unchecked for the tasks that should be stopped.

Running or/and stopping the task execution are completed.

### **Editing the task**

In order to edit the auto-executed task do the following:

1. Go to the **Tasks** tab.

Reports	Schedules	Tasks	Email settings

New task

Active	Schedules	Reports	Folders	Emails	Edit
•	8/17/2011 12:00:00 AM repeat on the 1 day every month	Latecomers report	■ D:\Reports	mail@mailserver.com	• <b>⊘</b> ∋
	8/17/2011 12:00:00 AM repeat on the 1 day every month	<ul> <li>Latecomers report</li> </ul>	<ul> <li>D:/reports share</li> </ul>	<ul> <li>mail@axxonsoft.com</li> </ul>	•28

- 2. For the required task click *in* the **Edit** column.
- 3. As a result the **Edit the task** form is displayed. The task parameters should be changed by analogy with the **New t ask** form (see Creating the task section).

0/47/0044	e:	•
8/17/2011	12:00:00 AM repeat on the 1 day every month	
	comers report	
Actions:		
Actions: Folders: Emails:	D:/reports share	<u> </u>
	-	
Actions: Folders: Emails:	mail@axxonsoft.com	
Activate:		
Activate:		

### Note.

In order to cancel the changes in the task click **Cancel**.

Editing the auto-executed task is completed.

#### **Deleting the task**

In order to delete the task do the following:

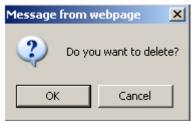
1. Go to the **Tasks** tab.

Reports	Schedules	Tasks	Email settings
ILE DOLLO	Julieudies	Iaska	Linali Settings

Now	tac	
new	las	n.

Active	Schedules	Reports	Folders	Emails	Edit
	8/17/2011 12:00:00 AM repeat on the 1 day every month	Latecomers report	■ D:\Reports	mail@mailserver.com	• 20
	8/17/2011 12:00:00 AM repeat on the 1 day every month	<ul> <li>Latecomers report</li> </ul>	<ul> <li>D:/reports share</li> </ul>	<ul> <li>mail@axxonsoft.com</li> </ul>	•29

- 2. For the required task click  $\widehat{}$  in the **Edit** column.
- 3. In the appeared box confirm the task deleting by clicking **OK**.



Deleting the task is completed.

# Setting up the POS reports

Setting up the POS reports is performed in the POS reports tab on the administration page.

POS reports setup consists of:

- 1. Creating the list of POS operators.
- 2. Setting up the statuses of POS events.
- 3. Setting up the groups of statuses of POS events.

### **Creating the list of POS operators**

The user that is not in the list of POS operators can not change statuses of POS events in reports whether he has the **POS** expert role or not (see Set up the roles and users section).

The list of POS operators is empty by default. In order to fill it in it is necessary to import users from the general list of *Inte llect Web Report System* users.

In order to import users do the following:

1. Go to the Import operators tab.

ort operators Statuses Groups of statuses	Event filter Layout		
rs			
	Username	User status	Imported
anonymous		Found	
s		Found	
9	nonymous	Username nonymous	Username User status nonymous Found

- 2. The list of users registered in *Intellect Web Report System* including those who do not have the rights of POS operator or POS expert, is displayed. If the user is imported into the list of POS operators then there will be the checked checkbox in the **Imported** column.
- 3. In order to import remaining users click **Import**.

Users import into the list of POS operators is completed.

### Setting up the cashiers list in the POS reports

The list of all cashieers from the database is displayed in the **Cashiers** tab.

To display only working cashiers in the panel of cashiers report or report by suspicious events it is possible to specify their hiring and firing dates. In this case fired cashiers won't be able to select while report creating.

In order to specify hiring and firing dates, do the following:

- 1. Go to the **Cashiers** tab.
- 2. Select cashier for which information about hiring and firing dates should be entered.

Import operat	tors Cashiers Statuses	Groups of statu	ses Event filters	Layout Inventory	Settings of p	parameters
Cashiers						
ID 🗢	Full name			Hired		Fired
Bill Smith	Bill Smith					
Carlton Cole	Carlton Cole					
Jeff Carter	Jeff Carter					
Joe Black	Joe Black		2015-07-14			
John Dawson	John Dawson					
John Pisani	John Pisani					
Lisa Young	Lisa Young					
Mary Ashley	Mary Ashley					
Max Lopez	Max Lopez					
Natalie Moore	Natalie Moore					

- 3. Specify date of hiring using the **Calendar** tool in the area (1).
- 4. Specify date of firing using the **Calendar** tool in the area (2).

### Setting up the statuses of POS events

Every POS event has the status. By default all POS events have the **Event not processed** status. In order to change this status POS operator should be added to the **POS expert** role.

#### Note.

This role allows changing the statuses of events repeatedly.

The following statuses processed by the operator of POS events are already registered in Intellect Web Report System:

- 1. Non- violation.
- 2. Possibly violation.
- 3. Minor violation detected.
- 4. Moderate violation detected.
- 5. Serious violation detected.

Sche	eduler Se	curity	POS reports				
Im	port opera	tors	Statuses Groups of	of statuses Event filte	er Layout		
St	atuses						
	Actions	In use	e	Name	Description	Background	c Text colo
1	230		Event not processed (b	y default)		#858585	#000000
2	120		Non-violation			#2D9518	#000000
3	280		Possibly violation			#DAE042	#000000
4	280		Minor violation detected	d		#E9962B	#000000
5	120		Moderate violation dete	ected		#F34320	#000000
6	130	V	Serious violation detect	ted		#6B1E0E	#000000

One can create user statuses and edit all existing ones.

### Creating the user status

In order to create the user status do the following:

1. Go to the **Statuses** tab.

Create

Im	port opera	tors	Statuses	Groups of statuses	Event filter	Layout		
St	atuses							
011	Actions	In use		N	ame	Description	Background c	Text color
1	230	<b>V</b>	Event not	processed (by default)			#858585	#000000
2	120		Non-violati	on			#2D9518	#000000
3	280	<b>V</b>	Possibly vi	olation			#DAE042	#000000
4	280		Minor viola	tion detected			#E9962B	#000000
5	120		Moderate	violation detected			#F34320	#000000
6	120		Serious vie	plation detected			#6B1E0E	#000000
7	20000	New	status		6			FFFFFF COODO

- 2. Click Create (1).
- 3. As a result a new line is added to the **Statuses** table.
- 4. In the **Name** field (2) enter a status name.
- 5. In the **Description** field (3) enter a short status description.
- Set a color in which the line with event when it is moved to the created status will be colored. For this enter HTML color code in the **Background color** field (4) or use a color selection window. In the latter case left-click in the **Background color** field (4) and set the necessary color in the appeared window (5). For setting a color one can use both a color palette and RGB/HSB/HTML codes. In order to apply a color to a

status and close a color selection window click 📕

- 7. By analogy with the step 6 set a color in which the text of event when it is moved to the created status will be colored (**6**).
- 8. If it is necessary to use the status after its creation then set the checkbox checked in the In use column.

	St	atuses			
		Actions	In use	Name	
	1	230		Event not processed (by default)	
	2	220		Non-violation	
	З	280		Possibly violation	
	4	280		Minor violation detected	
	5	280		Moderate violation detected	
	6	1 🖹 🌮		Serious violation detected	
	7	130	$\bigcirc$	New status	
	0	One can ).		ctivate and deactivate the status afterwards when it is edited	(see Editing the status section
9.	In or	der to save	e the st	atus click 💾 (7) in the Actions column.	
(i)	<b>Note</b> In ore		el the s	status creation click й in the same column.	

User status creating is completed.

### **Editing the status**

In order to edit a status do the following:

1. Go to the **Statuses** tab.

	Statuses			
11	Actions In	use Name	Description Background	Text col
	1 230 2	Event not processed (by default)	#858585	#000000
	2 1 30 2	Non-violation	#209518	#000000
	3 230 1	Possibly violation	#DAE042	#000000
	4 280 C	Minor violation detected	#E99628	#000000
	5 /83 m 1	Moderate violation detected	#F34320	#000000
	< / 🖬 🗠 🖬	Serious violation detected	#681808	=000000
	7 230 2	New status	#c21fc2	#000000
Click	k 💋 for a		#c21fc2	
			succession and status is similar to creating the u	Ser
As a		ating the user status section).		
As a	us (see Cre	<b>,</b>		

(i) Note.

In order to cancel the changes in the status click in the same column.

Status editing is completed.

# Setting up the groups of statuses of POS events

One can group statuses of POS events on the basis of one or another feature to make *Intellect Web Report System* more convenient to use. Created groups are used for making reports.

Setting up the groups of statuses of POS events is carried out in the **Groups of statuses** tab.

Sche	duler S	ecurity POS rep	ports			
Im	port oper	ators Statuses	Groups of statuses	Event filter	Layout	
Gro	oups of s	statuses				
	Operations		Name		Description	1
1	28	Non-violations				
2	28	Violations				
3	29	Warnings				

By default three groups of statuses of POS events are already created in Intellect Web Report System.

Groups of statuses of POS events are presented in the following table.

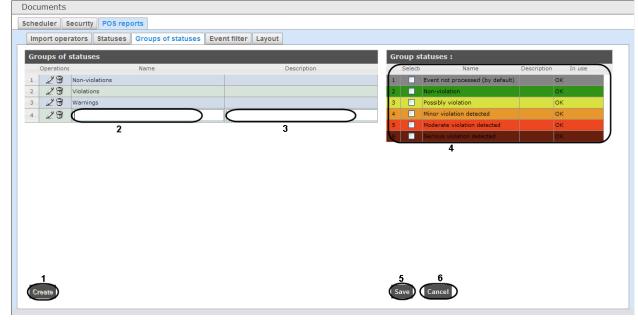
Group of statuses	Statuses	
Non-violations	Non-violation	
Violations	Minor violation detected	
	Moderate violation detected	
	Serious violation detected	
Warnings	Event not processed	
	Possibly violation	

One can create other groups and also edit and delete the existing ones.

### Creating a group of statuses

In order to create a group of statuses do the following:

1. Go to the Groups of statuses tab.



2. Click **Create** (1).

 $\sim$ 

As a result a new line is added to the Groups of statusestable. Fill in its fields:
 3.1 In the Name field enter the name of a new group of statuses (2).
 3.2 In the Description field enter a short description of a group of statuses (3).

Note. This field is optional for filling in.

 In the Selected column of the Group statuses table (4) set checkboxes checked for those statuses that should be added to the group.

#### U Note.

One should make sure that these statuses are in use (in the **In use** field there is **OK**). Otherwise the statuses will be ignored while making a report by group.

5. In order to save parameters of a new group of statuses click **Save** (5).

#### (i) Note.

In order to cancel the creating a new group of statuses click **Cancel** (6).

Creating a new group of statuses is completed.

### Editing a group of statuses

In order to edit a group of statuses do the following:

1. Go to the **Groups of statuses** tab.

Im	port oper	ators Statuses Groups of statuse	s Event filter Layout
Gro	oups of s	statuses	
	Operations	Name	Description
1	28	Non-violations	
2	28	Violations	
3		Warnings	

- 2. For the required group of statuses click  $\swarrow$  in the **Operations** column.
- As a result it will be possible to edit all parameters of a group of statuses. One can edit the group of statuses by analogy with its creation (see Creating a group of statuses section).

Editing a group of statuses is completed.

### Deleting a group of statuses

In order to delete a group of statuses do the following:

1. Go to the **Groups of statuses** tab.

port oper	ators Statuses Groups of statuses	Event filter Layout
oups of s	statuses	
Operations	Name	Description
28	Non-violations	
28	Violations	
20	Warnings	
	Operations	2     Image: Second state st

- 2. For the required group of statuses click in the **Operations** column.
- 3. In the appeared window confirm deleting a group of statuses by clicking **OK**.

Message from v	webpage 🛛 🗙						
Data will be removed. Would you like to continue?							
ОК	Cancel						

Deleting a group of statuses is completed.

### Setting up the filter of events

One can create filters of function events and make general reports by these filters.

Setting up the event filters is carried out in the **Event filter** tab.

Documents									
Scheduler Security POS reports									
Import operators Status	er Layout								
Event filter									
Operations Name Description									

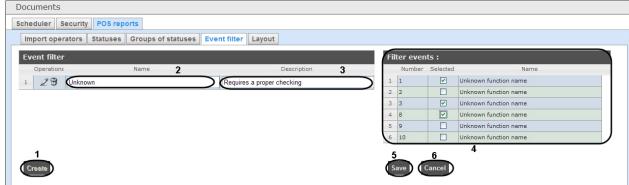
By default none filters are created in Intellect Web Report System.

One can create event filters and also edit and delete them.

### Creating a filter of events

In order to create a filter of events do the following:

1. Go to the **Event filter** tab.



- 2. Click Create (1).
- 3. As a result a new line is added to the **Event filter**table. Fill in its fields:
  - 3.1 In the Name field enter the name of a new filter of events (2).
  - 3.2 In the **Description** field enter a short description of a filter of events (3).



This field is optional for filling in.

- 4. In the **Selected** column of the **Event filter** table (**4**) set checkboxes checked for those events that should be added to the filter.
- 5. In order to save parameters of a new filter of events click **Save** (5).

Note. (ī)

In order to cancel the creating a new filter of events click **Cancel** (6).

Creating a new filter of events is completed.

#### Editing a filter of events

In order to edit a filter of events do the following:

1. Go to the **Event filter** tab.

Documents								
Scheduler Security POS reports								
Import operators Statuses Groups of statuses Event filter Layout								
Event filter								
Operations	Name	Description						
1 Diknow	vn	Requires a proper checking						

- 2. For the required filter of events click in the **Operations** column.
- 3. As a result it will be possible to edit all parameters of a filter of events. One can edit the filter of events by analogy with its creation (see Creating a filter of events section).

Editing a filter of events is completed.

# Deleting a filter of events

In order to delete a filter of events do the following:

1.	Go to the <b>Event filter</b> tab.								
	Documents	Documents							
	Scheduler Security	Scheduler Security POS reports							
	Import operators St	tatuses Groups of statuses	Event filter Layout						
	Event filter								
	Operations	Name	Description	_					
	1 Unknown		Requires a proper checking						
		æ							

2. For the required filter of events click  $\widehat{\mathbf{W}}$  in the **Operations** column.

<ol><li>In the appeared with</li></ol>	ndow confirm deleting	a filter of events	by clicking <b>OK</b>

Message from webpage 🛛 🔀							
Data will be removed. Would you like to continue?							
ОК	Cancel						

Deleting a filter of events is completed.

### Selecting layouts in POS reports

One can select the layout of POS reports to make Intellect Web Report System more convenient to use.

Selecting the layouts POS events is carried out in the **Layout** tab.

Documents								
Scheduler Security POS reports								
Import operators	Statuses	Groups of statuses	Event filter Layout					
Video check events	events	video video events						

By default three layouts of POS reports are already created in Intellect Web Report System.

Select the needed layout by clicking the left mouse button.

## Selecting items for report creating

Selecting items by which the report by suspicious events is created is performed in the **Inventory** tab.

ports	5											
hedu	ler Secu	POS repo	orts									
Impo	import operators Cashiers Statuses Groups of statuses Event filters Layout Inventory Settings of											
Sele	ected goods w	vill be used while sea	arching by pote	ential violations								
	Code			Name			Price		Selected			
1	1206	Package (small) 1	item				2					
2	1347	Banannas - 1kg					42.9					
3	1869	Cheese 50% 1kg					248.9					
4	23807	Dried apricots					25.1					
5	31157	Instant noodles					9.3					
6	28173	Meat 1kg					139.9					
7	28579	Pastry					45.6					
8	28791	Pastry 1kg					75.7					
9	29505	Ice cream					36.3					
10	3074	Codfish 500g					128.7					

Set a checkbox close to the required name to select this item.

# Setting up parameters of report by potential violations

Setting up parameters of report by potential violations is performed on the Settings of parameters tab.

eports							
cheduler Securit	y POS re	ports					
Import operators	Cashiers	Statuses	Groups of statuses	Event filters	Layout	Inventory	Settings of parameters
Report by potentia	l violations					-	-
Cancellation of all th	ne goods in the	check followed	by the addition of positions	on the same receipt	t 10		
Unauthorized reduct	ion in the price	of the goods			Ъ		
Unauthorized increa	se in the price	of the goods			Ъ		
Intended ignoring so	ome goods				ъ		
Intended change of		look			Ъ		
Erroneous double so					Ъ		
			ook ("Enter product code" n	umber needed)	ъ		
Ignoring some good Parameter Value Timeout 90		g			ъ		
Errors while canceling	ng the quantity	of goods			ใน		
Cash register reset	by the cashier				Ъ		
Not giving the receip Parameter Value Timeout 90	ot to the custon	ner			ъ		
Recounting contents Parameter Value Timeout 90	of the cash re	gister			ъ		
Intended reduction i	n the number o	of the goods			ใน		
Cancellation of the r	eceipt when th	e administrator	s absent		ъ		
Intended ignoring so	ome goods usin	g the "Product i	nfo" button		ъ		

Click the isign close to the corresponding violation to disable it for selecting while creating the report by potential violations.

Note.
 Report by Up

Report by **Unintended change of how the goods look** violation type is not available to create. To enable this violation type refer to the technical support department of the *AxxonSoft* company.

# Setting up the Visitors behavior reports

It is possible to create Visitors behavior reports in the Intellect Web Report System the following ways:

- 1. Locally working of heat map detections and creating the visitors behavior reports are performed on the same computer.
- 2. Centrally data from remote heat map detections received on the general server on which the visitor behavior reports are created.

Detailed information about ways of creating the visitor behavior reports is presented in the Installing required program modules to create Visitors behavior analysis reports of the Analytics Pack subsystem. User Guide document.

# Setting up the Time and Attendance reports

Setting up the Time and Attendance reports is performed in the **Time and Attendance reports** tab on the administration page.

Time and Attendance reports setup consists of configuring user access to departments.

To configure user access to departments do the following:

eports			
Scheduler Security Tir	me and Attendance reports		
Access to departments			
Users			Access to user departments:anonymous
ID	Username	Comments	Department / subdivision
1 anonymous	anonymous	Anonymous intellect user.	Development department
2 rs	rs		Marketing
	1		Quality Control
	•		Sales department
			Tech.department
			✓ Tech.support
			2
			3
			<u> </u>

- 2. In the **Users** table select user for which access is to be configured (1).
- 3. The list of available departments for the selected user is displayed in the Access to user department table (2).

#### Note.

Only departments selected while configuring the *Time and Attendance* program module display in the **Acce ss to user department** table

- 4. Set checkboxes close to departments to which access will be allowed for the selected user.
- 5. Click the **Save** button (**3**).
- 6. Repeat steps 2-5 for all users.

Configuring of user access to departments is completed.

# **Working with Intellect Web Report System**

Working with *Intellect Web Report System* is performed on the document page (see Intellect Web Report System interface section).

Opportunities of the Intellect Web Report System are described in the Purpose of Intellect Web Report System section.

# **Working with POS reports**

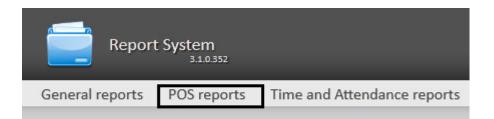
POS reports are created by the local database of the *Intellect* software package, but it is also possible to use data from remote servers. Configuration of database replication is needed (see *POS-Intellect Software Package. Administrator's guide* document, *Configuring the POS-replicator system object* section).

Working with POS reports starts with selection of summary report type.

### **General reports**

### Selecting a type of general POS report

In order to select type of general POS report click **POS reports** in the menu of reports.



As a result the list of available general POS reports (with a short description of each one) is displayed:

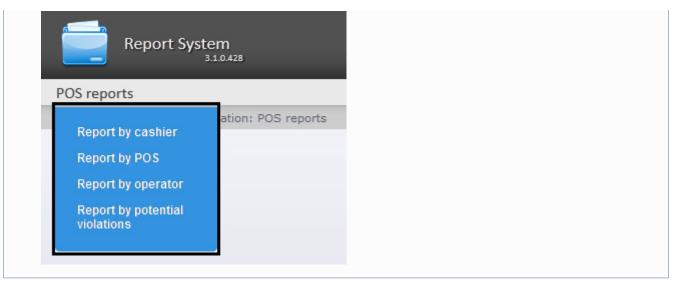
- 1. Report by cashier is a general table of by cashier-events;
- 2. Report by POS is a general table of by POS-events;
- 3. Report by operator is a general table of by operator-events;
- 4. Report by potential violations is a general table by potential violations.

F	Report System 3.1.0.428	
POS reports	5	
	Navigation: POS reports	
	Report by cashier	General table of by-cashier events.
	Report by POS	General table of by-POS events.
	Report by operator	General table of by-operator events.
	Report by potential violations	General table of events by potential violations.

In order to switch to the required report click the corresponding link.



The list of links for switching to general POS reports is also available when hovering over a link to **POS reports** in the reports menu.



### **Report by cashier**

In order to display a report by cashier do the following:

 Select Report by cashier in one way (see Selecting a type of general POS report section). Navigation: POS reports > Report by cashier

Report by	cashier
Parameter	Value
Cashiers:	Choose: All, None 2 Bill Smith 1
Events:	[all] <b>1</b> 3 4
Period:	User defined 2 🔻 from 10/30/2015 🧰 14:24 👽 to 10/30/2015 🏛 14:24 Φ
Status group:	

### Execute 6

Select cashiers by whom it is necessary to display a report by setting corresponding checkboxes checked in the list (1).

(i) Note.

In order to set checkboxes checked in every item of the list click **All**, to set all checkboxes unchecked click **None** (2).

- 3. Specify a filter of those events that should be displayed in a report (3). If **All** is selected then filter of events is not considered and report is created by all events.
- 4. Specify the period in the following way:
  - a. From the **Period:** drop-down list select the time period for which the report is to be created (4).
  - b. If the **User defined** period is selected, enter the date of start and end periods for which the report is to be
    - created in the **from** and **to** fields using the **Calendar** tool. Click the <sup>IIII</sup> button near the corresponding field to use the **Calendar** tool.
  - c. If the **User defined 2** period is selected, enter additionally the time of start and end periods for which the

report is to be created using the button.

- If another period type is selected, specifying the date of start and end periods is not needed.
- 5. Specify a group of statuses of those events that should be displayed in a report (**4**). If **All** is selected then all POS reports are displayed regardless of their status.
- 6. Click Execute (6).

As a result a general table of by-cashier events (according to the parameters) is displayed. In the **Total** column the total

amount of events is displayed by their type. In the column called by cashier name the amount of events registered for this cashier is displayed by their type.

Navigation: POS reports > Report by cashier > General report

Status group: [all] • Eve					nts:	[all] 🔻
Number		Name			Total	Bill Smith
1	User deregistration				<u>10</u>	<u>10</u>
2	Start			<u>87</u>	<u>87</u>	
3	End			<u>96</u>	<u>96</u>	
4	Addition of good to document			<u>295</u>	<u>295</u>	
5	Change prise of good in document			<u>33</u>	<u>33</u>	
6	Discounting (extra price) of good			<u>120</u>	<u>120</u>	
7	Payment			<u>87</u>	<u>87</u>	
8	Total			<u>97</u>	<u>97</u>	
9	Payment			<u>97</u>	<u>97</u>	
10	Docume	nt printing			<u>97</u>	<u>97</u>

### Save

In order to save a general report by cashier in.xls format click Save.

### **Report by POS terminal**

### Attention!

In order to create reports by POS terminal the **Shop** objects are to be created and configured in the Intellect software package. The **Shop** object is created on the **Programming** tab of the **System settings** dialog box.

#### (i) Note.

Detailed information about **Shop** object settings see in the Setting up the Shop system objects section of the POS-Intellect Software Package. Administrator's Guide document.

In order to display a report by POS do the following:

1. Select Report by POS in one way (see Selecting a type of general POS report section).

#### Report by POS

Parameter	Value
POS:	Choose: All, None 2 + ✓ Shop 1 + ✓ Shop 2 1
Events:	[all] <b>3</b> 4
Period:	User defined 2 🔹 from 10/30/2015 🗰 14:31 💠 to 10/30/2015 🗰 14:31 🔶
Status group:	[all] • 5

#### Execute 6

2. Select POS terminals (cash desks) by which it is necessary to display a report by setting corresponding checkboxes checked in the list (1).

#### Note.

In order to set checkboxes checked in every item of the list click **All**, to set all checkboxes unchecked click **None** (2).

#### Note.

In order to select all POS terminals in one shop set a checkbox for this shop. In order to delete all POS terminals of a shop from report do vice versa: set a checkbox unchecked for this shop.

#### Note.

POS terminals which do not related with the shop are not available in the list.

- 3. Specify a filter of those events that should be displayed in a report (3). If **All** is selected then filter of events is not considered and report is created by all events.
- 4. Specify the period in the following way:
  - a. From the Period: drop-down list select the time period for which the report is to be created (4).
  - b. If the **User defined** period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool. Click the <sup>IIII</sup> button near the corresponding field to use the **Calendar** tool.

c. If the **User defined 2** period is selected, enter additionally the time of start and end periods for which the

report is to be created using the 🕑 button.

If another period type is selected, specifying the date of start and end periods is not needed.

- 5. Specify a group of statuses of those events that should be displayed in a report (5). If All is selected then all
- events are displayed regardless of their status.
- 6. Click **Execute** (6).

As a result a general table of by POS events (according to the parameters) is displayed. In the **Total** column the total amount of events is displayed by their type. In the column called by cash desk name the amount of events registered for this cash desk is displayed by their type.

AUTO repo	rts POS reports Time an	d Atte	ndance repo
Status	group: [all] 💌 Eve	nts: 🛛	[all] 💌
Number	Name	Total	POS terminal
1	User deregistration	<u>130</u>	<u>130</u>
2	Start	1069	<u>1069</u>
3	End	1194	<u>1194</u>
4	Addition of good to document	3594	<u>3594</u>
5	Change prise of good in document	<u>393</u>	<u>393</u>
6	Discounting (extra price) of good	1452	<u>1452</u>
7	Payment	1064	1064
8	Total	1195	<u>1195</u>
9	Payment	1194	<u>1194</u>
10	Document printing	1194	1194

### Save

In order to save a general report by POS terminals in.xls format click **Save**.

### **Report by POS operator**

One can create reports by POS operators that gave one or another status to POS events.

In order to display a report by POS operator do the following:

1. Select **Report by operator** in one way (see Selecting a type of general POS report section).

Operators:	arameter			Value				
Events:		✓ anonymous						
	ents:	[all] • 3						
Period: User defined 2 🔻 from 10/30/2015 🛄 14:35 🕂 to 10/30/2015 🛄 14:3	riod:	User defined 2 🔻 from	n 10/30/2015	14:35	to 10/	30/2015	14:35	

2. Select POS operators by which it is necessary to display a report by setting corresponding checkboxes checked in the list (1).

(i)	Note.	

In order to set checkboxes checked in every item of the list click **All**, to set all checkboxes unchecked click **None** (2).

- 3. Specify a group of those events that should be displayed in a report (**3**). If **All** is selected then filter of events is not considered and report is created by all events.
- 4. Specify the period in the following way:

Navigation: POS reports > Report by operator

- a. From the **Period:** drop-down list select the time period for which the report is to be created (4).
- b. If the **User defined** period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool. Click the  $\stackrel{\text{IIII}}{=}$  button near the corresponding field to use the **Calendar** tool.

c. If the **User defined 2** period is selected, enter additionally the time of start and end periods for which the

report is to be created using the  $\textcircled{\begin{tabular}{c}}$  button.

- If another period type is selected, specifying the date of start and end periods is not needed.
- 5. Specify a group of statuses of those events that should be displayed in a report (**5**). If **All** is selected then all events are displayed regardless of their status.
- 6. Click **Execute** (6).

As a result a general table of by-operator events (according to the parameters) is displayed. In the **Total** column the total amount of events is displayed by their type. In the column called by POS operator name the amount of events processed by this operator (changed a status) is displayed by their type.

				<pre>v operator &gt; General report</pre>
Status	group: [all]			▼ Events: [all] ▼
status y	jioup. [aii]			Events. [an] ·
		I		
Number	Name	Total	rs	
1	User deregistration	4	4	

In order to save a general report by POS operators in.xls format click **Save**.

### **Report by potential violations**

In order to display a report by cashier do the following:

1. Select Report by potential violations in one way (see Selecting a type of general POS report section).

Repo	ort System 3.1.0.422		
AUTO reports	POS reports		
		Navigation: POS reports > Report by potential violations	

#### Report by potential violations

Parameter	Value
Cashiers:	Choose: All, None 2 Ø Bill Smith Carlton Cole Jeff Carter Joe Black John Dawson John Disani Lisa Young Mary Ashley Max Lopez Natalie Moore 3
Violation:	[all]
Description:	
Procedure:	
Display data by processing time:	<b>4</b>
Period:	Selected day
Status group:	[all] • 6

- Select cashiers by whom it is necessary to display a report by setting corresponding checkboxes checked in the list (1).
  - Note. In order to set checkboxes checked in every item of the list click All, to set all checkboxes unchecked click None (2).
- 3. Select potential violations which should be displayed in a report (3). If **All** is selected then all types of violations will be displayed in a report.
- Set the Display data by processing time: checkbox to add time waisted by operator for choosing the event status (4). Time between selecting the string in the detailed report and changing the event status of this string is counted.
- 5. Specify the period in the following way:
  - a. From the **Period:** drop-down list select the time period for which the report is to be created (5).
  - b. If the **User defined** period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool. Click the <sup>IIII</sup> button near the corresponding field to use the **Calendar** tool.

c. If the **User defined 2** period is selected, enter additionally the time of start and end periods for which the

report is to be created using the  $\Psi$  button.

If another period type is selected, specifying the date of start and end periods is not needed.

- 6. Enter a period of time (in minutes) between load values in the **Step (min.)** field (2). The average values of queue length for the specified interval are displayed in the report.
- 7. Specify a group of statuses of those potential violations that should be displayed in a report (6). If **All** is selected then all violations are displayed regardless of their status.
- 8. Click **Execute** (**7**).

Execute

7

As a result a general table of potential violations according to the specified parameters is displayed. In the **Total** column the total amount of potential violations is displayed by their type. In the column called by cashier name the amount of potential violations registered for this cashier is displayed by their type.

	Navigation: POS reports > Report by potential violations > General report		
Sta	atus group: [all]		
	Name	Total	Bill Smith
0	Cancellation of all the goods in the check followed by the addition of positions on the same receipt	<u>0</u> (0:00)	<u>0</u> (0:00)
0	Unauthorized reduction in the price of the goods	1030 (0:28)	1030 (0:20
0	Unauthorized increase in the price of the goods	1030 (0:28)	1030 (0:20
0	Intended ignoring some goods	<u>350</u> (0:00)	<u>350</u> (0:00)
0	Intended change of how the goods look	1261 (0:00)	1261 (0:00
0	Erroneous double scanning	<u>0</u> (0:00)	<u>0</u> (0:00)
0	DISABLED: Unintended change of how the goods look ("Enter product code" number needed)	<u>0</u> (0:00)	<u>0</u> (0:00)
0	Ignoring some goods while scanning	<u>0</u> (0:00)	<u>0</u> (0:00)
0	Errors while canceling the quantity of goods	<u>0</u> (0:00)	<u>0</u> (0:00)
0	Cash register reset by the cashier	<u>0</u> (0:00)	<u>0</u> (0:00)
0	Not giving the receipt to the customer	<u>0</u> (0:00)	<u>0</u> (0:00)
0	Recounting contents of the cash register	<u>1</u> (0:00)	<u>1</u> (0:00)
0	Intended reduction in the number of the goods	<u>0</u> (0:00)	<u>0</u> (0:00)
0	Cancellation of the receipt when the administrator is absent	<u>0</u> (0:00)	<u>0</u> (0:00)
	Intended ignoring some goods using the "Product info" button	0 (0:00)	0 (0:00)

Save

In order to save a general report by cashier in.xls format click **Save**.

### **Detailed reports**

One can view and process the following detailed reports by event:

- 1. for specific cashier/POS terminal/POS operator;
- 2. for all cashiers/POS terminals/POS operators.

A detailed report enables viewing data from the POS terminal that corresponds to the POS event. It also enables viewing an event archive (if there are relevant settings in *POS Intellect* software package).

Detailed reports are created on the basis of corresponding general reports (e.g. a detailed report by cashier is created on the basis of a general report by cashier).

#### Viewing a detailed report

In order to view a detailed report, do the following:

1. Display a corresponding general report.

Navigation: POS reports > Report by POS > General report

Status group: [all]

▼ Events: [all] ▼

Number	Name	Total	POS terminal 1
1	User deregistration	<u>26</u>	26
2	Start	<u>213</u>	213
3	End	<u>238</u>	238
4	Addition of good to document	<u>712</u>	<u>712</u>
5	Change prise of good in document	<u>78</u>	<u>78</u>
6	Discounting (extra price) for good	<u>288</u>	288
7	Payment	<u>212</u>	212
8	Total	<u>238</u>	238
9	Payment	<u>238</u>	238
10	Document printing	238	238

Save

Click the link in the cell corresponding to a necessary event and a cashier/POS terminal/ POS operator. To display a
detailed report by event for all cashiers/POS terminals/ POS operators click the corresponding link in the **Total** cell.

Number	Name	Total	POS terminal 1
1	User deregistration	26	26
2	Start	<u>213</u>	<u>213</u>
3	End	<u>238</u>	<u>238</u>
4	Addition of good to document	<u>712</u>	<u>712</u>
5	Change prise of good in document	<u>78</u>	<u>78</u>
6	Discounting (extra price) for good	<u>288</u>	<u>288</u>
7	Payment	<u>212</u>	212
8	Total	<u>238</u>	<u>238</u>
9	Payment	<u>238</u>	238
10	Document printing	238	238

3. As a result the required detailed report by event is displayed.

		Report Syst	em 3.1.0.474												rs 🔽
A	UTO rep	orts Gener	ral reports	Visitors	behavior a	nalysis Pe	ople Counter de	tectors	POS reports	Queue Len	gth detector	s Time and	Attendanc	e reports	
	Navigatio	on: POS reports	> Report by P	0S > Ge	neral repor	t > Detailed rep	oort								
											Choose +	event to see the	e receipt con	tents	
_															
Eve	nts: Addi	ition of good to	document / POS	6 termina	11										
	Store	POS	Date/time	е	Full Name	Cashier No.	Receipt number	Code	Name	Price	Total	Receipt total	Cash	Change	Status
1	Shop 1	POS terminal 1	10/19/2015 4:	28:15 FB	ill Smith	7850	2644	47909	Sausage Doktorskay	a 44.70	44.70	63.30	63.30	0.00	Event not processed
2	Shop 1	POS terminal 1	10/19/2015 4:	28:15 FB	ill Smith	7850	2644	31157	Instant noodles	9.30	18.60	63.30	63.30	0.00	Event not processed
3	Shop 1	POS terminal 1	10/19/2015 4:	28:18 F B	ill Smith	7850	2645	1347	Banannas - 1kg	42.90	30.20	179.53	500.00	320.47	Non-violation
4	Shop 1	POS terminal 1	10/19/2015 4:	28:19 FB	ill Smith	7850	2645	50865	Kefir	29.20	29.20	179.53	500.00	320.47	Event not processed
5	Shop 1	POS terminal 1	10/19/2015 4:	28:20 FB	ill Smith	7850	2645	52304	Butter 82,5% 450g R	108.10	108.10	179.53	500.00	320.47	Event not processed
6	Shop 1	POS terminal 1	10/19/2015 4:	28:20 FB	ill Smith	7850	2645	36802	Bread	13.40	13.40	179.53	500.00	320.47	Moderate violation de
7	Shop 1	POS terminal 1	10/19/2015 4:	28:25 FB	ill Smith	7850	2646	24743	Кура гриль Окорок	1179.00	66.23	106.23	106.23	0.00	Event not processed
8	Shop 1	POS terminal 1	10/19/2015 4:	28:25 FB	ill Smith	7850	2646	23807	Dried apricots	25.10	25.10	106.23	106.23	0.00	Event not processed
9	Shop 1	POS terminal 1	10/19/2015 4:	28:26 FB	ill Smith	7850	2646	50029	Sunflower seed oil	14.90	14.90	106.23	106.23	0.00	Event not processed
10	Shop 1	POS terminal 1	10/19/2015 4:	28:29 FB	ill Smith	7850	2647	1206	Package (small) 1ite	r 2.00	2.00	2.00	2.00	0.00	Event not processed

All detailed reports are the same in the structure and represent the table that consists of the following columns:

- 1. Store where the event happened;
- 2. Number of POS terminal where the event happened;
- 3. Date and time of event registration;
- 4. Full name of cashier for whom the event was registered;
- 5. Number of cashier;
- 6. Receipt number in which the event was registered;
- 7. Code;
- 8. Name;
- 9. Price;
- 10. Quantity;
- 11. Total sum;
- 12. Receipt total;
- 13. Cash;
- 14. Change;
- 15. Previous status of event;
- 16. Current status of event;
- 17. POS operator who gave the current status to the event;
- 18. Date and time of last status change.

### Viewing data from the POS terminal and the video of event

In order to view data from the POS terminal and video of event, do the following:

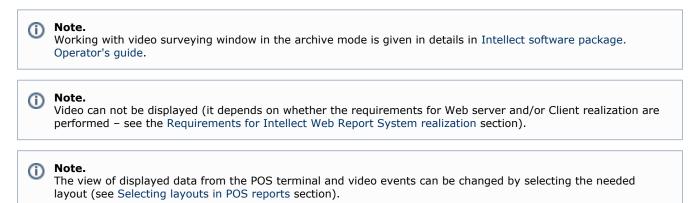
1. Display a detailed report.

Repo	rt System 3.1.0.428								rs 🔽
POS reports									
	Navigation: POS re	ports > Report by cashier	> General report :	Detailed report					
Receipt:	2648 Dates 26 05.10 1			Print					
Mincede		b. = 0.525 = 89.37 rub.		Cashier	: Bill Smith/ Receipt nu	ımber: 2645			
3 - 46070245	90942 Sour clotten all	8 48027 18.5 rub. * L- 1		2			Data		Date/time 🗢
Discountin Discountin		od, Soulden 500g 3074Didee od Xnebrus Nonempe news be		Z Receipt	2645		Data		Date/time •
				Date: 2	6.05.10				
1 million					10:42:31 r: Bill Smith				2015/07/20 11:12:24 AM
				ID: 78					
1-11			STEV _		as - 1kg 1347 b. * 0.704 = 30.2 rub.				2015/07/20 11:12:24 AM
			0	460832 Kefir 5	5169455				2015/07/20 11:12:25 AM
H.	- State		and the		b. * 1 = 29.2 rub.				2015/07/20 11:12:25 AM
Sitet	E ALE A				9002121 82,5% 450g Russia 523	104			2015/07/20 11:12:26 AM
115/2	7/10		S.C. N.		ub. * 1 = 108.1 rub.	-04			2015/07/20 11:12:26 AM
	1119			460063	1000538				
DT : Comercuit	des.		13.53.55	<u>ب</u> م			Page 1 of 1	▶> ▶  25 ▼	
Events: Payment / B	ill Smith								
Store	POS	Date/time	Full Name	Cashier No.	Receipt number	Receipt total	Cash	Change	Status
1 Shop 1	1 POS terminal 1	7/20/2015 11:12:23 AM	Bill Smith	7850	2644	63.30	63.30	0.00	Event not processed (by default)
2 Shop 1	POS terminal 1	7/20/2015 11:12:29 AM	Bill Smith	7850	2645	179.53	500.00	320.47	Non-violation
3 Shop 1	POS terminal 1	7/20/2015 11:12:33 AM	Bill Smith	7850	2646	106.23	106.23	0.00	Event not processed (by default)
4 Shop 1	POS terminal 1	7/20/2015 11:12:36 AM	Bill Smith	7850	2647	2.00	2.00	0.00	Event not processed (by default)
5 Shop 1	POS terminal 1	7/20/2015 11:12:42 AM	Bill Smith	7850	2648	229.22	500.00	270.78	Event not processed (by default)
7 Shop 1	POS terminal 1	7/20/2015 11:13:00 AM	Bill Smith	7850	2650	155.13	155.13	0.00	Moderate violation detected
8 Shop 1	POS terminal 1	7/20/2015 11:13:04 AM	Bill Smith	7850	2651	106.33	110.00	3.67	Event not processed (by default)
9 Shop 1	POS terminal 1	7/20/2015 11:13:06 AM	Bill Smith	7850	2643	40.90	40.90	0.00	Event not processed (by default)

2. Left-click the line with the required event (1).

3. As a result data from the POS terminal by event (2) and video events (3) are displayed in the provided windows.

Window for viewing the video by event is a standard *Intellect* video surveying window that is open in the archive mode. One can view the archive not only by the current event but also by other events.



### Exporting the video

The video recording segment is exported using the playback control panel.

Choose Export in the functions menu of the video surveillance window and then select Save Recording to AVI.

	Receipt #31	
	Cashier: John Dawson	
	Table #11 Guests: 3	
-	Waiter: Mike Pichards	
	Dish Oty Cost	
	Chicken Fries	
	Diet Cola 2 \$0.50	
-	King Size Burger 1 \$5.65	
100	Orange Juice 2 4.00	
	Potatoes	
	Chocolate Ice-Cream 1 \$1.10	A BILL A
		0
		and the second s
No.	MARKE MARK AND	
X		
		A PARA
11		and the second second
Ø		Contraction of the local division of the loc
×		
1	1 Camera I	14:03:29
	Show titles 🕨	
	Processing  Save frame	
	Export Save record to AVI Video parameters Export period	

Parameters of the video and audio, which will be saved, may be configured in the displayed window. As soon as recording saving parameters are selected, the video segment may be exported to the file by selecting the **Start Saving** command (exporting the video is given in details in the Export of Silent Video Recordings section in Intellect software package. Operator's guide).

On default, exporting the video is performed to the *My documents*\*Export* folder.

#### Disabling captions in the video surveying window

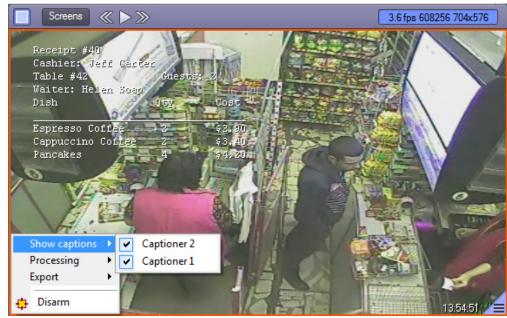
Start saving

To disable captions in the video surveying window, do the following:

Print

Disarm

1. Choose **Show captions** in the functions menu of the video surveillance window.



In the displayed list of available captioners select those from which captions are to be received.
 To disable captions from some captioners left-click the line with the required captioner.

### Changing the event status

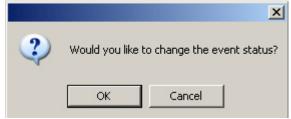
### Attention!

For this operation the user should be added to the POS expert role.

In order to change the event status, do the following:

		letailed repo	ort.							
P	OS reports									
		Navigation: POS rep	ports > Report by cashier	> General report >	Detailed report					
1	- 1				Print					
- 1	Receipt: 26	49 Dates 26.05.10 T	ine: 10:46:16 Cashier: B 349 62.7 rub. 10= 62.7	d10 Smith 1 sub	Cashier: B	ill Smith/ Receipt num	ber: 2645			
		D STAR ALL					D	ata		Date/time 🗢
- 1	- 46070232313 Meat 1kg 2	007 Cheepe 50% 500g (8179,139,9 mm, * 0	46353 94.4 rub. * 1 - 94 .502 = 70723 rub.		Receipt: 2	645	0	000		Duce, and v
- 1	90005169 Di	aknashi ng decergenc	.502 - 70:23 rub. 500ml Russia 48881 22.8	senter a 1 -	Date: 26.	05.10				
- 1	Change price 46012120000	ol good: Dishwashi 91 Mineral water I	ing detergent 500ml Russ .51 Rossie 44731 24.3 ru		Time: 10: Cashier:					2015/07/20 11:12:24
- 1	46027010012	85 Bread 36440 17,9	ing determent 500ml Russ 51 Filosis 44731 24,3 ru rub - 17,3 rub 440 16,9 rub - 1 - 16,6		ID: 7850					
	Unange price	or good: Bread 35.				- 1kg 1347 * 0.704 = 30.2 rub.				2015/07/20 11:12:24
	- VI	SALAS - IN	/ LESABD	A STORE	460832516					
				0.00	Kefir 5086	55 * 1 = 29.2 rub.				2015/07/20 11:12:25
- 1	1.1			-012   - 1 LET	460641900	02121				
- 1	L. El	MAD La				.5% 450g Russia 52304 . * 1 = 108.1 rub.				2015/07/20 11:12:26
	1 El mainer	1 PP		N. M. M.	460063100	00538				
	15 1			Street and a state	Bread 368 13.4 rub.	302 * 1 = 13.4 rub.				2015/07/20 11:12:26
		6/	127	1. 1. 1.	Discountin	g (extra price) of good				
. 1	J _ Dameta J		KIR	415	• م 📄 🛋		14	Page 1 of 1	▶> ▶1 25 💌	
-	nts: Payment / Bil									
Eve										
	Store	POS	Date/time	Full Name	Cashier No.	Receipt number	Receipt total	Cash	Change	Status
	Shop 1	POS terminal 1	7/20/2015 11:12:23 AM	Bill Smith	7850	2644	63.30	63.30	0.00	Event not processed (by defa
2	Shop 1	POS terminal 1	7/20/2015 11:12:29 AM	Bill Smith	7850	2645	179.53	500.00	320.47	Non-violation
	Shop 1	POS terminal 1	7/20/2015 11:12:33 AM	Bill Smith	7850	2646	106.23	106.23	0.00	Event not processed (by de Non-violation
	Shop 1	POS terminal 1	7/20/2015 11:12:36 AM	Bill Smith	7850	2647	2.00	2.00	0.00	Possibly violation
5	Shop 1	POS terminal 1	7/20/2015 11:12:42 AM	Bill Smith	7850	2648	229.22	500.00	270.78	Minor violation detected Moderate violation detected
	Shop 1									Serious violation detected
7	Shop 1	POS terminal 1	7/20/2015 11:13:00 AM	Bill Smith	7850	2650	155.13	155.13	0.00	Moderate violation detected
0	Shop 1	POS terminal 1	7/20/2015 11:13:04 AM	Bill Smith	7850	2651	106.33	110.00	3.67	Event not processed (by defa
8										

- 2. Left-click in the **Status** field. As a result the list of available statuses is displayed.
- 3. Left-click on the required status. In the appeared window confirm the status changing by clicking OK.



### Viewing the history of event status changing

In order to view the history of event status changing, do the following:

#### 1. Display a detailed report.

1	POS repo	rts Time	and Attendance	reports								
	Navigation	POS reports >	Report by cashier >	General report	> Detailed re	eport						
E	vents: Ca	lculation / T	otal									
	Store 💠	POS	Date/time	Full Name	Receipt num	Receipt total	Cash	Chan F	Previous statu:	Status (	Opera S	Status update
1	Shop Nº1	POS- terminal	1 11/15/2011 1:19:29	Jonson K.	1511	85.6	100	14.4	Event not proce	Serious violation de	trs	11/5/2011 10
2	Shop Nº1	POS- terminal	111/15/2011 1:19:33	Smith G.	1892	85.6	100	14.4		Event not processed	I —	-
з	Shop Nº1	POS- terminal	1 11/15/2011 1:19:38	Anderson H.	1546	85.6	100	14.4	Event not proce	Non-violation	rs f	11/5/2011 10
4	Shop Nº1	POS- terminal	1 11/15/2011 1:19:42	Walsh L.	1905	85.6	100	14.4	Possibly violati	Minor violation dete	c rs	11/5/2011 10
5	Shop Nº1	POS- terminal	111/15/2011 1:19:46	Walsh L.	1098	85.6	100	14.4		Event not processed	I —	-

- 2. Left-click the link in the Status update field where the date and time of last status changing is displayed (if there is any status for event).
- 3. As a result the **History of event status changing** page appears where the following data is displayed: status name, name of operator who gave the status, and time of status change

<i>(</i> С) н	istory of event status changing:Events: Calculal	tion / Total - Window	s Internet Explorer	<u>_ 0 ×</u>
e F	http://localhost:8081/reports/Pos/Home/StatusHistory?e	eventID=2a238eef-6a0f	-e111-bd28-005056c00008&eventNa	me=Events%3A%20Calculation% 🔗
Hi	story of event status changing			
	Status name		Operator's name	Time of status change
1	Minor violation detected	rs		2011/11/05 10:25:05 AM
2	Possibly violation	rs		2011/11/05 10:20:02 AM
ото	80		😜 Интернет	🖓 🕶   🔍 95% 🔹 j

### Search in detailed reports

To perform the search in detailed reports, do the following:

1. Display a detailed report.

Repor	t System 3.1.0.428									rs 🔽
OS reports										
	Navigation: POS rep	ports > Report by POS	> General repo	t > Detailed report						
-				Pr	nt					
Receipt: 264			Baild Smith :	Ca	shier: Bill Smith/ Receip	t number: 2645				
460107509000	1 M113 2,5% 21 4534	49 62.7 zub. * U = 6	.7 Eub.				Data			Date/time 🗢
460702323190	7 Cheese 50% 300g 10	353 94.4 rub. * 1	94, 4, 110		ceipt: 2645		Ddld			Date/time 👳
Neat 1kg 28 90005169 Dis	175 139.9 mtb, * U. breshing detergent	021 70123 rub. 0011 Russia 48881 2	. 8 mub. 7 1	Da	te: 26.05.10					
Change price	f good: Dishwashir	or determent 500ml R	18518 48881 11		ne: 10:42:31 shier: Bill Smith				2	015/07/20 11:12:24 A
460270100128	Bread 36440 17,9 1	1 Presia 44731 24.3 48: 44 - 17.9 rub.	ALL	ID	: 7850					
Change price	of good: Bread 3644	$10 - 16 \cdot 9 + 218 \cdot 9 + 1 = 1.6$	9 pub.		nannas - 1kg 1347 .9 rub. * 0.704 = 30.2 r	ub			2	015/07/20 11:12:24 A
0		A AD LEN	V.		08325169455					
VE					fir 50865 .2 rub. * 1 = 29.2 rub.				2	015/07/20 11:12:25 A
19.00				460	6419002121					
Den is	Their		alin		tter 82,5% 450g Russia 8.1 rub. * 1 = 108.1 rub				2	015/07/20 11:12:26 A
15 min	1 A		The second	460	0631000538					
14	1 El	Y.S.	Marine He		ead 36802 .4 rub. * 1 = 13.4 rub.				2	015/07/20 11:12:26 A
	1		145-55		counting (extra price) of	f good				
1 Camera I		NC IN	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	4:05:44	¢		Page 1	of 1 ->> >-> 25	-	
ents: End / POS ten										
Store	POS	Date/time	Full Name	Cashier No.	Receipt number	Receipt total	Cash	Change	Status	
Shop 1	POS terminal 1	7/20/2015 11:12:23		7850	2644	63.30	63.30	0.00	Event not processe	
Shop 1	POS terminal 1	7/20/2015 11:12:3		7850	2645	179.53	500.00	320.47	Event not proces	
Shop 1	POS terminal 1	7/20/2015 11:12:34		7850	2646	106.23	106.23	0.00	Event not processe	
Shop 1	POS terminal 1	7/20/2015 11:12:37		7850	2647	2.00	2.00	0.00	Event not processe	
Shop 1	POS terminal 1	7/20/2015 11:12:43		7850	2648	229.22	500.00	270.78	Event not processe	
Shop 1	POS terminal 1	7/20/2015 11:12:54		7850	2649	379.40	1000.00	620.60	Event not processe	
7 Shop 1	POS terminal 1	7/20/2015 11:13:00		7850	2650	155.13	155.13	0.00	Event not processe	
	POS terminal 1	7/20/2015 11:13:05	Bill Smith	7850	2651	106.33	110.00	3.67	Event not processe	
Shop 1	POS terminal 1	7/20/2015 11:13:07		7850	2643	40.90	40.90	0.00	Event not processe	

2. Click the sign to display the panel of forming the search criteria.

	Navigation: POS re	ports > Report by POS > General rep	ort > Detailed rep	ort					
				Print					
Receipt:	2549 Date: 25.05.10 Th	ne: 10:45:16 Cambier: Bull Smith 1 49 62.7 rub. * 1 = 62.7 rub.		Cashier: Bill Smith/ Red	eipt number: 2645				
	D SIGAR DELIN					Data			Date/time 🗢
460702323 Meat 1kg	1907 Cheese 50% 900g 4 28179 139.9 rub. * 0.	3353 94,4 rub, * 1 - 94,4 rub. 502 - 70023 rub.		Receipt: 2645		Data			Date, and y
90005169 1	Diskneshing detergent.	50217 70023 rub, 500ml Russia 48881 22.8 rub, # 1 r		Date: 26.05.10 Time: 10:42:31					
460121200	ce of good: Disnwasni 0091 Mineral veter 1.	ng detergent 500ml Russie 48881 11 51 Rússim 44931 24.3 min. 7 1 = 3		Cashier: Bill Smith					2015/07/20 11:12:24 AM
460270100	1285 Bread 36440 17,9 ce of good: Bread 364	and a state of the	X A	ID: 7850 Banannas - 1kg 1347					
Change pri	A			42.9 rub. * 0.704 = 30	2 rub.				2015/07/20 11:12:24 AM
VE		1 ALL STOR	0	4608325169455 Kefir 50865					2015/07/20 11:12:25 AM
1				29.2 rub. * 1 = 29.2 ru	b.				2013/07/20 11.12.23 AI
H .:			Partial March	4606419002121 Butter 82,5% 450g Rus	cia 52304				2015/07/20 11:12:26 AM
V-EL	A KE		11	108.1 rub. * 1 = 108.1					2010/07/20 11:12:20 %
15	TRE			4600631000538 Bread 36802					2015/07/20 11:12:26 AM
		1 BL		13.4 rub. * 1 = 13.4 ru					
L Camera I	<u>E1.</u>		14:05:44	Discounting (extra price	) of good	Dana d	of 1  => =  25		
					*****	nu roye i			
		*****							
arch									
		× Name	Cashier	No. Receipt numb	er Receipt total	Cash	Change	Status	
	× 2644		Cashier 7850	No. Receipt numb	er Receipt total	Cash 63.30	Change	Status Event not process	ied (
	. 2644								
Receipt number	• • 2644		7850	2644	63.30	63.30	0.00	Event not process	ed I
Receipt number	2644 POS terminal 1	Name	<b>7850</b> 7850	<b>2644</b> 2644	<b>63.30</b> 63.30	<b>63.30</b> 63.30	0.00	Event not process Event not process	ed i
Receipt number		Find P	7850 7850 7850	2644 2644 2644	63.30 63.30 63.30	63.30 63.30 63.30	0.00 0.00 0.00	Event not process Event not process Event not process	ed I ed I
Receipt number P Reset Shop 1 Shop 1	PUS terminal 1	Find P //20/2015 11:14:44 / Bill Smith	7850 7850 7850 7850 7850	2644 2644 2644 2644 2644	63.30 63.30 63.30 63.30	63.30 63.30 63.30 63.30	0.00 0.00 0.00 0.00	Event not process Event not process Event not process Event not process	ed i ed i ed i
Receipt number Reset Shop 1 Shop 1 Shop 1	POS terminal 1 POS terminal 1	Find A 7/20/2015 11:14:44 y Bill Smith 7/20/2015 11:15:31 / Bill Smith	7850 7850 7850 7850 7850	2644 2644 2644 2644 2644 2644	63.30 63.30 63.30 63.30 63.30 63.30	63.30 63.30 63.30 63.30 63.30	0.00 0.00 0.00 0.00 0.00	Event not process Event not process Event not process Event not process Event not process	ed i ed i ed i ed i
earch Receipt number & Reset Shop 1 Shop 1 Shop 1 Shop 1 Shop 1 Shop 1	POS terminal 1 POS terminal 1 POS terminal 1	Find A 7/20/2015 11:14:44 / Bill Smith 7/20/2015 11:15:53 / Bill Smith 7/20/2015 11:16:17 / Bill Smith	7850 7850 7850 7850 7850 7850	2644 2644 2644 2644 2644 2644	63.30 63.30 63.30 63.30 63.30 63.30 63.30	63.30 63.30 63.30 63.30 63.30 63.30 63.30	0.00 0.00 0.00 0.00 0.00 0.00	Event not process Event not process Event not process Event not process Event not process Event not process	eed eed eed eed

- From the drop-down list (1) select the parameter on which the search will be performed.
   From the drop-down list (2) select the criteria for search.
   In the field (3) enter the required value for search.

Report S	System 3.1.0.428								
POS reports									
	Navigation: POS re	ports > Report by POS > General rep	ort > Detailed re	port					
				Print					
	Dates 35.05.10 Ti Mile 2,50 SU 355			Cashier: Bill Smith/ Receip	t number: 2645				
	Share Dealth					Data			Date/time 🗢
Meat 1kg 281 90005169 Diska Change price of 4601212000091 4602701001285	3 199,9 mb, * D. Shing detergent good: Dishwashi Mineral veter 1. Bread 30440 17,9	ng dependent-500ml Russie 48881 1 51 Russim 44931 24.3 rub 4 1 = 2: 108 1 = 17.3 rub		Receipt: 2645 Date: 26.05.10 Time: 10:42:31 Cashier: Bill Smith ID: 7850					2015/07/20 11:12:24
Change price of	good: Bread 364	40 46 3 alb 1 1 16.3 tub.		Banannas - 1kg 1347 42.9 rub. * 0.704 = 30.2 ru	ıb.				2015/07/20 11:12:24
Y			0	4608325169455 Kefir 50865 29.2 rub. * 1 = 29.2 rub.					2015/07/20 11:12:25
V Disk	A BOY		1	Butter 82,5% 450g Russia 108.1 rub. * 1 = 108.1 rub					2015/07/20 11:12:26
	E C			<sup>2</sup> 4600631000538 Bread 36802 13.4 rub. * 1 = 13.4 rub. Discounting (extra price) of	good				2015/07/20 11:12:26
D Samera I	1		14:05:44	ρφ		IN A Page 1	of 1 ->> > 25 🔽		
Search		×							
Receipt number 💌	▼ 2644	Name	Cashie	r No. Receipt number	Receipt total	Cash	Change	Status	
Kecelpt number	2044		7850	2644	63.30	63.30	0.00	Event not process	ed I
				2644	63.30	63.30		Event not process	ed (
* Reset		Find P	7850	2644	63.30	63.30	0.00	Event not process	ed I
4 Shop 1	POS terminal 1	//20/2015 11:14:44 / Bill Smith		2644	63.30	63.30		Event not process	ed I
5 Shop 1	POS terminal 1	7/20/2015 11:15:31 / Bill Smith	7850	2644	63.30	63.30	0.00	Event not process	ed I
6 Shop 1	POS terminal 1	7/20/2015 11:16:17 / Bill Smith		2644	63.30	63.30		Event not process	ed I
7 Shop 1	POS terminal 1	7/20/2015 11:17:04 / Bill Smith	7850	2644	63.30	63.30	0.00	Event not process	ed I
8 Shop 1	POS terminal 1	7/20/2015 11:17:51 / Bill Smith		2644	63.30	63.30		Event not process	ed I
9 Shop 1	POS terminal 1	7/20/2015 11:18:37 / Bill Smith	7850	2644	63.30	63.30	0.00	Event not process	ed I
9 31100 1				Ia <a 1="" 10="" of="" page="" ▶=""></a>	▶1 25 ▼				View 1 - 2

# Select columns in detailed reports

To perform the select columns in detailed reports, do the following:

1. Display a detailed report.

Report	t System 3.1.0.428									rs 🔽
POS reports										
	Navigation: POS rep	ports > Report by potentia	l violations > General	report > Detailed report						
		É PI	rint							
		C	ashier: Bill Smith/ Receip	t number: 2650						
					Data				Di	ate/time 🚖
			aceipt: 2650 ate: 26.05.10 ime: 10:47:34 ashier: Bill Smith D: 7850 02701001124					2	2015/07/20 1	1:12:54 AM
		1 Bi	02701001124 read 36439 8.9 rub. * 1 = 18.9 rub. 03948001205					2	2015/07/20 1	1:12:54 AM
		Ic	ce cream 29505 6.3 rub. * 1 = 36.3 rub.					2	2015/07/20 1	1:12:55 AM
			neese 50% 1kg 1869 48.9 rub. * 0.322 = 80.1	5 rub				2	2015/07/20 1	1:12:56 AM
		1 Pa	stry 1kg 28791					2	2015/07/20 1	1:12:56 AM
			5.7 rub. * 0.29 = 21.95 r hange price of good:	ub.						
								-	001 5/07/00 1	1.10.57 AM
			¢		ra ka Page	1 of 1 ->>- 25	•			
Unauthorized increase	e in the price of the goo	ods: / Bill Smith	• ••••				*****	11115		
Store	POS	Date/time	Full Name	Cashier No.	Receipt number	Receipt total	Cash	Cha	ange	Status
1 Shop 1	POS terminal 1	7/20/2015 11:12:46 AM	Bill Smith	7850	2649	379.40	1000.00	620.60		Event not processed
2 Shop 1	POS terminal 1	7/20/2015 11:12:48 AM	Bill Smith	7850	2649	379.40	1000.00	620.60		Event not processed E
3 Shop 1	POS terminal 1	7/20/2015 11:12:57 AM	Bill Smith	7850	2650	155.13	155.13	0.00		Non-violation
4 Shop 1	POS terminal 1	7/20/2015 11:13:33 AM	Bill Smith	7850	2649	379.40	1000.00	620.60		Event not processed
5 Shop 1	POS terminal 1	7/20/2015 11:13:35 AM	Bill Smith	7850	2649	379.40	1000.00	620.60	1	Event not processed
6 Shop 1	POS terminal 1	7/20/2015 11:13:44 AM	Bill Smith	7850	2650	155.13	155.13	0.00		Event not processed
7 Shop 1	POS terminal 1	7/20/2015 11:14:20 AM	Bill Smith	7850	2649	379.40	1000.00	620.60		Event not processed
8 Shop 1	POS terminal 1	7/20/2015 11:14:22 AM	Bill Smith	7850	2649	379.40	1000.00	620.60		Event not processed 👻
• پ ه ک				Page 1 of 31	▶> ▶1 25 ▼					View 1 - 25 of 763

2. Click the sign to display the panel of columns selecting.

s	elect columns					×
	18 items selected	2 Remove a	<u>  </u>		Add all	4
	\$ POS	17	*	Ν	+	1
	Date/time	-		EventID	+	
	Full Name	-		Funct_id	+	
	Cashier No.	-	=	FunctionNumber	+	
1	Receipt number	-		StoreGUID	+	3
	‡ Code	-		PosGUID	+	
	Name	-		Fraction	+	
	Price	1 —		_id	+	
	‡ Quantity			Receipt number	+	
	Total	-				
	Receipt total	-	-			
				6 Cancel	Ok	] <sup>5</sup>

- 3. To remove column click the sign close to the name of corresponding column in the area (1). To remove all columns click the Remove all link (2).
- 4. To add column click the + sign close to the name of corresponding column in the area (3). To add all columns click the Add all link (4).
- 5. To change the order of columns drag the column name to the required position in the area (1).
- To save changes click **Ok** (5).
   To cancel changes click **Cancel** (6).

# Working with Time and Attendance reports

Working with Time and Attendance reports consists of three stages:

- 1. Selecting a type of report.
- 2. Creating a report.
- 3. Viewing a report.

#### Attention! <u>/}\</u>

It's required to configure user access to departments for working with Time and Attendance reports (see the Setti ng up the Time and Attendance reports section).

# Selecting a type of Time and Attendance report

In order to select a type of Time and Attendance report click on **Time and Attendance reports** link in *Report System* me nu.

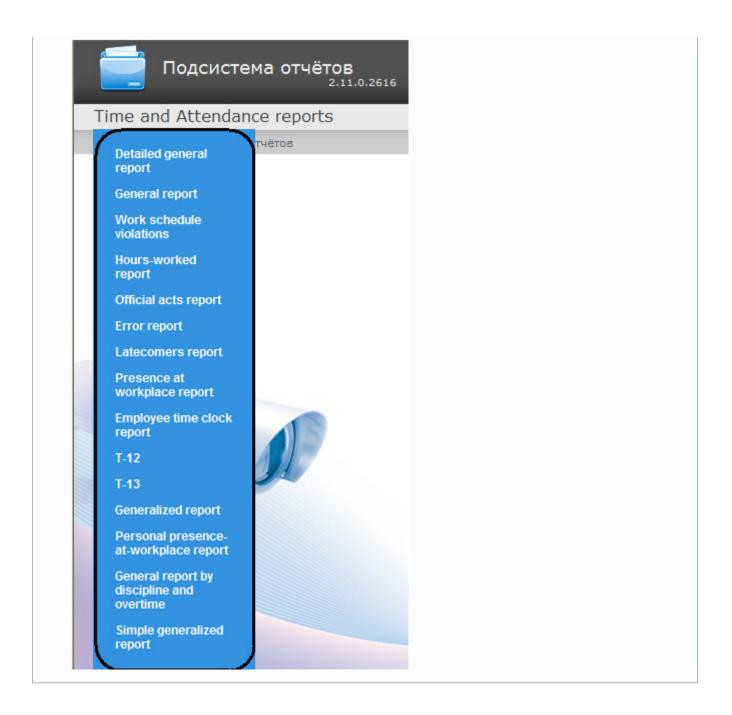


As a result the list of available Time and Attendance reports is displayed. For switching to the required report click the corresponding link.

Подсистема отчётов 2.11.0.2616	
Time and Attendance reports	
Навигация: Time and Attendance reports	
Work schedule violations	
Hours-worked report	
Official acts report	
Error report	
Latecomers report	
Presence at workplace report	
Employee time clock report	
<u>T-12</u>	=
<u>T-13</u>	
Generalized report	
Personal presence-at-workplace report	
General report by discipline and overtime	
Simple generalized report	
COTT	

### Note.

List of links for switching to Time and Attendance reports is available when hovering over the **Time and Attendance reports** link in the report menu.



# **Creating a Time and Attendance report**

In order to create a Time and Attendance report, do the following:

 Select a Time and Attendance report in one way (see Selecting a type of Time and Attendance report section). Set required values to the parameters that are necessary for displaying the report of selected type (1).

Generalized report	1	
Parameter	Value	
Department / subdivision:	Department 1	
Employee:		
Short-form report:		
Period:	User defined rom 11/04/2011 to 11/04/2011	
Execute 2		

 $\cap$ 

Set of parameters depends on the type of Time and Attendance report. Description of parameters used for creating reports is given in the table.

Paramet	er	Description	Used in reports
Area:	Region 1	Used for selecting the area by which data is displayed in the report	<ul> <li>Detailed general report</li> <li>General report</li> <li>Presence in the workplace report</li> <li>Personal presence-at-workplace report</li> </ul>
Period:	Current date and time 💽	Used for setting the period by which the report is displayed	Used in all reports
Department /	subdivision: Department 1	Used for selecting the department or subdivision by which the report is displayed	<ul> <li>Work schedule violations</li> <li>Hours-worked report</li> <li>Official acts report</li> <li>Error report</li> <li>Latecomers report</li> <li>Presence in the workplace report</li> <li>Employee time clock report</li> <li>T-12</li> <li>T-13</li> <li>Generalized report</li> <li>General report by discipline and overtime</li> <li>Simple generalized report</li> </ul>
Show e	entrances/exits:	When the checkbox is checked then entrances/exits points are displayed in the report	<ul> <li>Presence in the workplace report</li> <li>Personal presence-at-workplace report</li> </ul>
Only w	orking area:	When the checkbox is checked then the data only by working area is displayed in the report	<ul> <li>Presence in the workplace report</li> <li>Personal presence-at-workplace report</li> </ul>
Employee	: [all]	Used for selecting the employee by whom the report is displayed	<ul> <li>Work schedule violations</li> <li>Hours-worked report</li> <li>Official acts report</li> <li>Error report</li> <li>Latecomers report</li> <li>Presence in the workplace report</li> <li>Employee time clock report</li> <li>Generalized report</li> <li>General report by discipline and overtime</li> <li>Simple generalized report</li> <li>Personal presence-at-workplace</li> </ul>

Short-form report:	Some fields are hidden when the checkbox is set	<ul> <li>Presence in the workplace report</li> <li>Generalized report</li> <li>Personal presence-at-workplace report</li> </ul>
Access levels:	Used for selecting access level by whom the report is displayed	<ul> <li>Report by users of access levels and readers</li> </ul>
Type of report: By access levels ▼	Used for selecting type of report which is to be displayed	<ul> <li>Report by users of access levels and readers</li> </ul>
Readers:	Used for selectings readers by which report is to be displayed	<ul> <li>Report by users of access levels and readers</li> <li>Report by employee passes</li> </ul>
Short-form report:	Only departments or employees which are in the specified region will be considered in the report when the checkbox is set	<ul><li>Detailed general report</li><li>General report</li></ul>

2. Click Execute (2).

As a result a report is created and displayed.

# Viewing a Time and Attendance report

### Time and Attendance report toolbar

The toolbar on the top of a page is used for report navigating, scaling the displayed page and Time and Attendance report exporting.

$\begin{array}{c ccccccccccccccccccccccccccccccccccc$
In order to switch to the previous and next report page click and correspondingly (1). In order to go back to the first report page click . In order to go to the last report page click .
Intellect Web Report System allows exporting the created Time and Attendance report to computer in the following formats:  PDF; RTF;
<ul> <li>HTML;</li> <li>Excel;</li> <li>CSV;</li> <li>Text.</li> </ul>

For this select a format in which the report is exported and click  ${}^{\sf L}$ 

Zooming in/out the displayed page is performed through the choosing the required scale in the list (3).

### **Detailed general report**

A **Detailed general report** presents the information about the presence of staff in the area with details by employees. The report contains the information about the number of people in the department, the number of employees in the area when the report is made and the number of employees in the area when the report is made in %.

2

(2).

Page 1 from 1	PDF 💌	200% 🔽	
Selected region: Building			e: 03.07.2012 me: 08:21:01
Department	The number of people in the department	The number in the area when the report is made in units	The number in the area when the report is made in %
Department 1	2	2	100.00 %
Lee Ann		+	
Smith John		+	
		I	
Fotal:	2	2	100.00 %

#### Note.

The employees that are present in the area when the report is made are marked with "+", those who are absent are marked with "-".

In the **Total** line there is the information about the total number of people in the department, total number of employees present in the area and the percentage of employees in the area when the report is made.

#### **General report**

A **General report** is a table that contains the information about the number of employees in the department, the number of employees present in the area and the percentage of employees in the area when the report is made.

Page 1 from 1	PDF	100% 💌	
			Date: 05.06.2012 Time: 08:21:01
	Summary repo	rt (statistics)	
Selected region: Region 1	Summary repo	rt (statistics)	
Selected region: Region 1 Department	Summary repo	rt (statistics) The number in the area when the report is made in units	The number in the area <del>w</del> hen the report is made in %
Selected region: Region 1 Department Department Employees	The number of people in the	The number in the area when the report is	area when the report
Department	The number of people in the department	The number in the area when the report is made in units	area when the report is made in %

In the **Total** line there is the information about the total number of people in the department, total number of employees present in the area and the percentage of employees in the area when the report is made.

#### Work schedule violations

A **Work schedule violations** report contains the information about the employees that violated the work schedule in the specified time period, the violation type and its duration.

Date: from 04.06.2012 to 10.06.2012

#### Violating working regulations

lood William			(Working sc	hedule)
Planned date and time	Actual date and time	Violation type	Duration	Code
04.06.2012 10:00:00	04.06.2012 15:23:46	Coming late	07:23:46	
Total by day			07:23:46	
05.06.2012 10:00:00	05.06.2012 08:11:36	Leaving earlier	09:48:24	
Total by day			09:48:24	
06.06.2012 10:00:00		Absence	10:00:00	
Total by day			10:00:00	19.
07.06.2012 10:00:00		Absence	10:00:00	
Total by day	11		10:00:00	
08.06.2012 10:00:00		Absence	10:00:00	
Total by day	192		10:00:00	
Total by employe	ee	Amount	Duration	
Coming late		1	07:23:46	
Time of absence		0	00:00:00	
Leaving earlier		1	09:48:24	
Absence		3	30:00:00	
Underworking		0	00:00:00	

Report fields are described in the table.

Field name	Description
Planned date and time	Planned duration of a workday for the specified date
Actual date and time	Date and time when violation was registered
Violation type	Type of registered violation
Duration	Violation duration

In the report there are separate tables with information about total amount of violations by employee, department and report as a whole.

### **Hours-worked report**

An **Hours-worked report** is a table that contains the information about the time worked by the department staff in the specified time period with details by employees.

Page 1 from		PDF 💌	100%	*	
	н	ours worke	ed	Date:	from 04.06 to 10.06
Department: Departme	nt Employees			,,	
Department: Departme Full Name	nt Employees Time of presence	Working time	Time of absence	Night time	Overtim
and the second se	Time of	Working time		Night time	<b>Overtim</b>
Full Name	Time of presence		absence		
Full Name Holmes Sherlock	Time of presence 00:00:00	00:00:00	<b>absence</b> 50:00:00	00:00:00	00:00:00

Report fields are described in the table.

Field name	Description
Full name	Full name of an employee
Time of presence	Time that was spent in the workplace. If time of presence is more than planned working hours for specified period then the field is marked red
Working time	Time that was spent in the workplace according to the work plan (schedule)
Time of absence	Difference between the planned work hours and time of presence in the workplace
Night time	Time that was worked at night
Overtime	Time that was worked overtime

The sum by each report field is calculated in the **Total by department** line.

### **Official acts report**

An **Official acts report** contains the information about "non-guilty" and overtime documents that were made by employees in the specified time period.

Decuments report         Department Employees         Hood William       Document number       Document code       Document descript         03.06.2012       1       1       medical certificat         Total by employee       Amount       Vouchers       Ox         John Johnes       1       1       1         07.06.2012       2       1       order         Total by employee       Amount       Vouchers       Ox         From 01.06.2012       2       1       order         Total by employee       Amount       Vouchers       0         From 01.06.2012       1       order       0	nt:Department Employees am	Date: from 01.06.201 to 30.06.201			
Department Department Employees         Hood William         Date       Document number       Document code       Document description         03.06.2012       1       1       medical certificat         Total by employee       Amount       Vouchers       Overall         From 01.06.2012 to 30.06.2012       1       1       1         John Johnes       Document number       Document code       Document description         07.06.2012       2       1       order         Total by employee       Amount       Vouchers       Overall         Total by department       Amount       Vouchers       Overall	nt:Department Employees am				
O3.06.2012     1     1     medical certificat       Total by employee     Amount     Vouchers     Overall       From 01.06.2012 to 30.06.2012     1     1       John Johnes     Document number     Document code     Document description       07.06.2012     2     1     order       Total by employee     Amount     Vouchers     Overall       Total by department     Amount     Vouchers     Overall	Document number Document code				
Total by employee     Amount     Vouchers     Ox       From 01.06.2012 to 30.06.2012     1     1     1       John Johnes       Date     Document number     Document code     Document description       07.06.2012     2     1     order       Total by employee     Amount     Vouchers     Ox       From 01.06.2012 to 30.06.2012     1     0     0		Document description			
From 01.06.2012 to 30.06.2012     1     1       John Johnes     Document number     Document code     Document descrip       07.06.2012     2     1     order       Total by employee     Amount     Vouchers     Ox       From 01.06.2012 to 30.06.2012     1     0     0	112 1 1	medical certificate			
John Johnes       Date     Document number     Document code     Document description       07.06.2012     2     1     order       Total by employee     Amount     Vouchers     Oxema       From 01.06.2012 to 30.06.2012     1     0     0	ployee Amount Vou	chers Overtime			
Date         Document number         Document code         Document descrip           07.06.2012         2         1         order           Total by employee         Amount         Vouchers         Over           From 01.06.2012 to 30.06.2012         1         0         0	12 to 30.06.2012 1	1 0			
O7.06.2012     2     1     order       Total by employee     Amount     Vouchers     Over       From 01.06.2012 to 30.06.2012     1     0     Over	es				
Total by employee     Amount     Vouchers     Ox       From 01.06.2012 to 30.06.2012     1     0     0       Total by department     Amount     Vouchers     Ox	Document number Document code	Document description			
From 01.06.2012 to 30.06.2012 1 0 Total by department Amount Vouchers Ov	12 2 1	order			
Total by department Amount Vouchers Ov	ployee Amount Vou	chers Overtime			
	12 to 30.06.2012 1	0 1			
	partment Amount Vou	chers Overtime			
Total by report	port				
Amount Vouchers Ov	Amount Vou	chers Overtime			

Report fields are described in the table.

Field name	Description
Date	Date of document creation
Document number	Document number given in Time and Attendance program module
Document code	Document code given in Time and Attendance program module
Document description	Document name

In the report there are separate tables with information about total amount of documents by employee, department and report as a whole.

### **Error report**

An **Error report** contains the information about employees' erroneous passages.

1 Page 1	from 1	PDF 💌 🔯	100% 💌		
Dopartmont Dor	partment Employe	Error report	Da	ate: from 04.06.2( to 10.06.2(	
Hood William	bartment Employe	.63			
Date	Arrival time	Passage point	Region	Error type	
04.06.2012	15:28:38	OnlineController Changed	Region 1	Auoia aac aoiaa	
04.06.2012	15:28:54	OnlineController Changed	Region 2	Aoia aac auoiaa	
04.06.2012	15:30:26	OnlineController Changed	Region 2	Auoia aac aoia:	
04.06.2012	16:12:52	OnlineController Changed	Region 1	Aoia aac auoia:	
Total by employee		Amount	Entrance with no exit	Exit with no entrance	
During interval from (	)4.06.2012 to 10.06.2012	4	2	2	
John Johnes					
Date	Arrival time	Passage point	Region	Error type	
04.06.2012	15:30:32	OnlineController Changed	Region 2	Auoia aac aoia:	
04.06.2012	16:12:58	OnlineController Changed	Region 1	Aoia aac auoia	
Total by employee		Amount	Entrance with no exit	Exit with no entrance	
During interval from 0	)4.06.2012 to 10.06.2012	2	1	1	
Total by departmen	ıt	Amount	Entrance with no exit	Exit with no entrance	

Report fields are described in the table.

Field name	Description
Date	Date when an error was registered
Arrival time	Time when there was a passage to the region that caused an error
Passage point	Name of a passage point
Region	Name of a region where an error was registered
Error type	Type of a registered error

In the report there are separate tables with information about total amount of errors by employee, department and report as a whole.

### Latecomers report

A **Latecomers report** contains the information about how late an employee came and how much time he underworks for every day of a specified period.

F î Page 1	from 1	'DF 💌 🔯 1(	00% 💌					
	R	eport by lat	e-comer	s ("leavin	ng earlier'	')		
		10	04.06.201			/		
Department:Dep	partment Employees	r enou.	01.00.201	2 10.00.2				
	oartment Employees		01.00.201			lerworking		
Department:Dep Employee number	partment Employees Full Name	04.06.2012	05.06.2012		oming late/und 07.06.2012	lerworking 08.06.2012	09.06.2012	10.06.2012
Employee	• •			Time of c	oming late/und		09.06.2012	10.06.2012
Employee number	Full Name	04.06.2012	05.06.2012	Time of c 06.06.2012	oming late/und 07.06.2012	08.06.2012 No exit	09.06.2012	10.06.2012

Presence in the workplace report

Minimal time period for which the report can be displayed is one week.

A **Presence in the workplace report** contains the information about periods when an employee left a specified region during a day and how long an employee was in a selected region for a specified period.

	~	F 💌 📝 100%	↓ ↓ PD	from 1	1 Page
ate: from 04.06.20 to 10.06.201	Da	t workplace	resence a	F	
nt Employee	nt: Departmei	Departmer			
	Working sche				lood William
Time of presence	Exit point	Entrance point	Region	Left	Arrived
0:05:08	Exit	Entrance	Region 1	6/4/2012 3:28:54 PM	6/4/2012 3:23:46 PM
16:24:52	Exit	Entrance	Region 1	6/5/2012 7:55:18 AM	6/4/2012 3:30:26 PM
	Exit	Entrance	Region 1		6/5/2012 8:11:36 AM
0:44:14	Exit	Entrance	Region 2	6/4/2012 4:12:52 PM	6/4/2012 3:28:38 PM
0:16:18	Exit	Entrance	Region 2	6/5/2012 8:11:36 AM	6/5/2012 7:55:18 AM
17:30:32				ee:	otal by employ
dule	Working sche				lohn Johnes
Time of presence	Exit point	Entrance point	Region	Left	Arrived
0:04:06	Exit	Entrance	Region 1	6/4/2012 3:28:36 PM	6/4/2012 3:24:30 PM
16:24:52	Exit	Entrance	Region 1	6/5/2012 7:55:24 AM	6/4/2012 3:30:32 PM
	Exit	Entrance	Region 1		6/5/2012 8:11:28 AM
0:44:22	Exit	Entrance	Region 2	6/4/2012 4:12:58 PM	6/4/2012 3:28:36 PM
0:16:04	Exit	Entrance	Region 2	6/5/2012 8:11:28 AM	6/5/2012 7:55:24 AM

Report fields are described in the table.

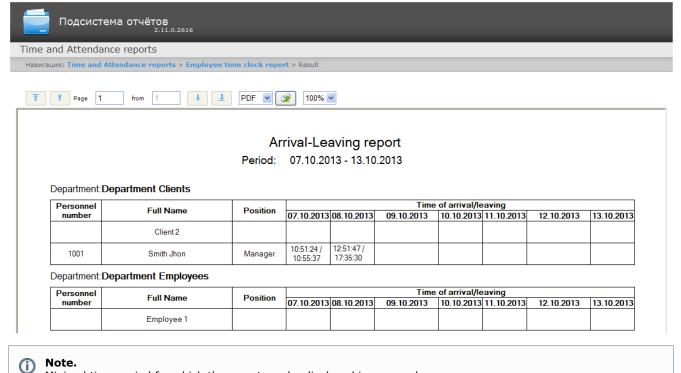
Field name	Description
Arrived	Date and time of an employee's passage to a region
Left	Date and time of an employee's leaving a region
Entrance point	Name of an entrance point to a region
Exit point	Name of an exit point to a region
Region	Region name
Time of presence	Difference between the passage and leaving time

Total time of an employee's presence in the workplace for a specified period is displayed in the **Total by employee** line.

Note. If the Summary view checkbox was set then the report consists only of the Total by employee lines.

### **Employee time clock report**

An **Employee time clock report** contains the information about employee's arrival and leaving for every day of the specified period.



Minimal time period for which the report can be displayed is one week.

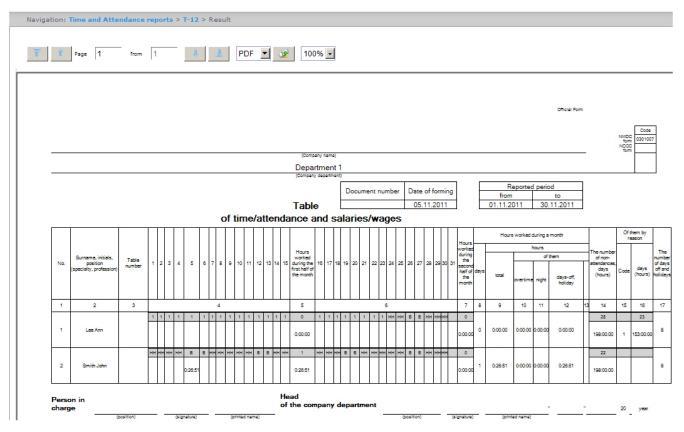
If the **Expanded** checkbox is set the view of the **Employee time clock report** will be the following:

and Attendance	reports														
ация: Time and Atte	ndance reports > Employ	ee time clock repo	rt > Result												
Î Page 1	from 1	PDF 💌	3009	6 💙											
		Arri	val-Le	aving	rep	ort									
		Period:	-	7.10.20 3.10.2											
Department: Dep	artment Clients		1												
Personnel	Full Name	Position		Time	of pre	sonco		ime of	rarriv	al/lea		Hours wo	orked		
number	i un rianie	1 Oshion	07.10.20					10,10.	2013	11.10			0.2013	13.1	0.2013
	Client 2		09:30 / 18:												
	Client 2		09:54 08:	35 09:54	07:20										
1001	Smith Jhon	Manager		_											
Department: <b>Dep</b>	artment Employees				1			1 1			I I		1		1
Personnel								ime of	f arriv	al/lea					
number	Full Name	Position			of pre							Hours wo			
			07.10.20	13 08.1	0.2013	09.10	2013	10.10.	2013	11.10	.2013	12.1	0.2013	13.1	0.2013
1	Enveloped 1														
	Employee 1														

# T-12 and T-13 reports

*Intellect Web Report System* allows create **T-12** and **T-13** reports that represent time and attendance reports. In **T-12** and **T-13** reports the information on worked time for every calendar day in a month is given. Also in **T-12** and **T-1 3** reports the total of worked hours (days) in a month and number of absences from work is given. Examples of **T-12** and **T-13** reports are given in the following figures correspondingly.

The **T-12** report is presented in the following figure.



In the 4 and 6 columns of **T-12** report and in the 4 column of **T-13** report the letter code (note of presence and absence, etc.) is given in the upper line, worked time is given in the bottom line.

In the 5 and 7 columns of **T-12** report and in the 5 column of **T-13** report the number of worked days is given in the upper line, time worked for half of a month is given in the bottom line. The 6 column of **T-13** report contains number of days and total time worked by every employee in a month.

The **T-13** report is presented in the following figure.

_				_	_	_	_	_	_	_	_	_	_		_														_
																									Offici	al Form			
																													Cod
																												C form	03010
														artm	ient	1													
															armen	•	_				,								
																	num	ment iber	Date of	forming			from	Reported (	period to				
														ble					05.1	1.2011	]		01.11.20	11	30.11.	2011			
										of	tin	ne a	ano	l at	ter	daı	nce	•		_									
							Atten	danco	es/no	n-ett	ender	nces	by d	ate				Wo	ked durin	Date	o celculate	seler ex	es by types penses	end priorit	les of	Non-ettend	dences t	by read	son
																	Т	Hel	of		1	eymei	nt-type code	1					Γ
No.	Sumame, Initials, position (specialty, profession)	Table number	1	2	3	4	5	6	7	8	9	10	11	12	13	14 1	5 X	th moi (),	month		co	respo	nding accou	nt		Code	deys (hours)	Code	dey
					+	-	-		-	-	_	_				+	+	+	days	payment	correspon	daya	psyment-type	correspon	daya.		(hours)	m	(hoù
			16	17	18	19	20	21	22	23	24	25	26	27	28	29 3	0 31		hours	code	account	(hours)	code	ding account	(hours)				
4	2	3								4				_					6	7		9	,		•	10	- 11	12	- 12
			4	4	4	4	4	4	4	4	4	4	4	4	4	4 4	×										22 (153)		
																	×	c 0.00	00							нн	5 (45)		
1	Lee Ann		+	+	4	4	+	4	4	1	нн	нн			нн	нн		6											
																	Т	0.00	0:00:00										Γ
			нн	нн	нн	нн			нн	нн	нн	нн	нн				a x						-			нн	22 (198)		H
							-	-						-	-				+									H	
2	Smith John					_	12651			_							×	_	-								$\square$		
			нн	нн	нн	•	•	нн	нн	нн	нн	HH		•	нн	нн	4	6	02651										

Information on salary accounting by expense kinds is given in the 7-9 columns of **T-13** report.

Total by worked time for a month is given in the 8-13 columns of **T-12** report.

Total by employee's absence from work is given in the 14-16 columns of **T-12** report and in the 10-13 columns of **T-13** report.

### **Generalized report**

**Generalized report** is a table that contains information on carrying out the workday order by employees for every day of selected period.

Time and Attendance reports Navigation: Time and Attendance reports > Generalized report > Result 1 Page 1 🕴 🔽 PDF 🔽 🔯 100% 🛩 from Generalized report Exiting the building Date, day of the Arrival Hours worked Exiting the building Voucher Overworking/underworking Hours planned Leaving (duration) balance week (number) Department Employees manager, Hood William +0/-0.41.04 Mon 04.06.2012 r. 15:23:46 9:18:56 0:-42:-42 10:00:00 2 1 2 Tue 05.06.2012 r. 8:11:36 8:11:36 n +0/-1:48:24 10:00:00 Wed 06.06.2012 r. 0 0 +0/-10:00:00 10:00:00 0 Thu 07.06.2012 r. n +0/-10:00:00 0 n 10:00:00 +0/-10:00:00 Fri 08.06.2012 r. 0 0 10:00:00 0 Sat 09.06.2012 r n n +0/-0 n n Sun 10.06.2012 r. n Π Π +0/-0 n 4 17:30:32 0:-42:-42 +0/-32:29:28 50:00:00 Total 17:30:32 4 0:-42:-42 +0/-32:29:28 50:00:00 Total for month engineer, John Johnes Mon 04.06.2012 r. 15:24:30 9:17:56 2 0:-42:-26 +0/-0:42:04 10:00:00 Tue 05.06.2012 r. 8:11:28 8:11:28 2 0 +0/-1:48:32 10:00:00 Wed 06.06.2012 r. 0 0 0 +0/-10:00:00 10:00:00 Thu 07.06.2012 r. 0 0 0 1 +0/-10:00:00 10:00:00 Fri 08.06.2012 r. 0 0 0 +0/-10:00:00 10:00:00 Sat 09.06.2012 r. 0 0 0 +0/-0 0 Sun 10.06.2012 r. 0 0 0 +0/-0 0 17:29:24 4 0:-42:-26 +0/-32:30:36 50:00:00 Total

Report fields are described in the table.

Field name	Description
Date, day of the week	Date, day of the week
Arrival	Time of arrival
Leaving	Time of leaving
Hours worked	Hours worked by employee
Leaving the building (number)	Number of leavings out of the building (region)
Leaving the building (duration)	Time when the employee is absent in the region
Explanation	Explanations made by employee
Overworking/underworking balance	Time of overwork/underwork
Hours planned	Planned workday duration

(i) Note.

Note. Short form of the report contains the following fields:

- 1. Date, day of the week.
- 2. Hours worked.
- 3. Overworking/underworking balance.
- Hours planned.

### Personal presence-at-workplace report

**Personal presence-at-workplace report** contains the information about periods when an employee visited and left a specified region during a day and how long an employee was in a selected region for a specified period.

1 Page 1	from 1	I I PD	- 💌 📝 100%	6	
	I	Presence a	t workplace		Date: from 27.11.201; to 27.11.201;
Region: Regio	on 1				
			Department:	Department	1
User 1				Working sche	edule
Arrived	Left	Region	Entrance point	Exit point	Time of presence
11/27/2012 6:20:44 PM	11/27/2012 6:26:54 PM	Region 1	Entrance	Exit	0:06:10
11/27/2012 6:26:54 PM	11/27/2012 6:26:59 PM	Region 1	Entrance	Exit	0:00:05
11/27/2012 6:26:59 PM		Region 1	Entrance	Exit	
11/27/2012 6:18:09 PM	11/27/2012 6:26:23 PM	Region 2	Entrance	Exit	0:08:14
11/27/2012 6:26:23 PM	11/27/2012 6:26:54 PM	Region 2	Entrance	Exit	0:00:31
	11/27/2012	Region 2	Entrance	Exit	0:00:00
11/27/2012 6:26:59 PM	6:26:59 PM				

Report fields are described in the table.

Field name	Description						
Arrived	Date and time of an employee's passage to a region						
Left	Date and time an employee's leaving a region						
Region	Name of visited region						
Entrance point	Name of an entrance point to a region						
Exit point	Name of an exit point to a region						
Time of presence	Difference between the passage and leaving time						

### Note.

In the short form of the report the information about entrances and exits is not displayed. Only the total time of employee's presence in the selected regions is displayed.

### General report by discipline and overtime

**General report by discipline and overtime** is a table that contains information on overtimes and beings late, about working of employee on weekend and holidays during the specified time period.

Î Page 1 from 1	orts > General re		100% 🗸	7	
					Date: from 07.10.2013 to 13.10.2013
Department: Departmen	•	ine and ov	ertime		
Full Name	position	Being late (hour)	Overtime (hour)	Saturdays (days)	Holidays (days)
Smith Jhon	Manager	00:00:00	00:00:00	1	0
Client 2		00:00:00	00:00:00	0	0
Total by department:		00:00:00	00:00:00	1	0
	t Employees				
Department: Departmen		D 1 1 1	Overtime	Saturdays (days)	Holidays (days)
Department: Departmen Full Name	position	Being late (hour)	(hour)	(days)	<b>1</b>
	position		(hour) 00:00:00	(days) 0	1
Full Name	position	(hour)		5	
Full Name Employee 1	position	(hour) 00:00:00	00:00:00	0	1
Full Name Employee 1	position	(hour) 00:00:00	00:00:00	0	1

The report fields are described in the following table.

Field name	Description
Full name	Employee full name
Position	Employee position
Being late (hour)	General time if being late during the specified period (in hours)
Overtime (hour)	General time of overtime during the specified period (in hours)
Saturdays (days)	Number of worked weekend days
Holidays (days)	Number of worked holidays

# Simple generalized report

**Simple generalized report** is a table that contains information about worked hours, time of employee arrival and leaving, and information about being late and underwork for each day of the specified period.

гация: Tim	e and Attendance rep	orts > Simpl	e generalized	report > Result		
1 Pag	ge 1 from 2	ļ	PDF	<b>v</b> 😥 10	0% 💌	
Report fro	om: 10/10/2013 2:07		e general	ized report		om 07.10.2013 to 13.10.2013
Departme	nt Clients					
Personnel number	Full Name	Hours worked	Arrival	Leaving	Coming late	Leaving earlier
Date : 07.1	10.2013					
	Client 2	9:18:56	15:23:46		0	0
1001	Smith Jhon	8:11:36		8:11:36	0	0
Date : 08.	10.2013		N.			
	Client 2	0			0	0
1001	Smith Jhon	0			0	0
Date : 09.	10.2013					
	Client 2	0			0	0
1001	Smith Jhon	0			0	0
Date : 10.	10.2013					
	Client 2	0			0	0
						1

Report fields are described in the table.

Field name	Description
Personnel number	Employee personnel number
Full name	Employee full name
Hours worked	Hours worked by employee
Arrival	Time of arrival
Leaving	Time of leaving
Coming late	Time of coming late
Leaving earlier	Time on which employee left work earlier

### Report by users access levels

A **Report by users access levels** contains information about access levels of selected employees and passage points through which selected employees can perform the pass.

		d Attendance reports	
			Navigation: Time and
Page 1 fro	m 1 U PDF 💌	100% 💌	
			Date: from 17.06.2015 to 17.06.2015
			10 17.00.2013
	Users acces	s levels	10 17.00.2013
Department: Depart		s levels	10 17.00.2015
Department: Depart Full Name			age points
	tment 1		

Full Name	Access levels	Passage points
User 3	Access Level 1	

Report fields are described in the table.

Field name	Description
Full name	Full name of employee
Access Level	Access level of selected employee
Passage points	Passage points through which pass is performed

# Report by users of access levels and readers

Report by users of access levels and readers contains information about users which have selected access level or selected passage point.

Report System			
People Counter detectors	Queue Length detectors	Time and Attendance reports	
			Navigation: Time and A
1 Page 1	from 1	PDF 💌 🍻 100% 💌	

#### Report by users of access levels and passage points

Access level: Access Level 1

ID	Full Name	Department
1	John Smith	Department 1
3	User 3	Department 2

#### Access level: Access Level 2

ID	Full Name	Department
2	Bob Green	Department 1

Report fields are described in the table.

Field name	Description
ID	ID of employee
Full name	Full name of employee
Department	Department to which employee belongs

### **Report by employee passes**

**Report by employee passes** displays all interactions of selected employee with selected passage points. Report allows to detect moving of selected employee within specified zone.

#### Report by employee passes

#### Department: IKT

Full name	Passage point	Date	
John Smith	009	02.06.2015 7:45:46	
John Smith	009 - 010	02.06.2015 7:45:52	
John Smith	004	02.06.2015 7:46:02	
John Smith	304-1	02.06.2015 7:46:57	
John Smith	309-3	02.06.2015 7:47:09	

Report fields are described in the table.

Field name	Description
Full name	Full name of employee
Passage point	Passage point through which pass was performed
Date	Date and time of passage

### Report by first and last card presenting per calendar day

**Report by first and last card presenting per calendar day** contains information about time of first and last presenting of card of selected employee to the passage point. In this report working schedules are ignored, data is displayed per calendar day. All passage points are analyzed while report creating.

#### Report by first and last card presenting per calendar day

Period: 01.05.2015 - 31.05.2015

ID	Full name	Full name Position	Time of first/last card presenting						
			01.05.2015	02.05.2015	03.05.2015	04.05.2015	05.05.2015	06.05.2015	07.05.2015
870	John Smith	Product manager					07:56:05 / 17:02:48	07:45:54 / 17:01:48	07:26:30 17:02:48
			08.05.2015	09.05.2015	10.05.2015	11.05.2015	12.05.2015	13.05.2015	14.05.2015
			07:33:57 / 16:03:02				07:28:33 / 17:02:27	07:25:42 / 17:02:02	07:26:50 17:01:44
			15.05.2015	16.05.2015	17.05.2015	18.05.2015	19.05.2015	20.05.2015	21.05.2015
			07:22:51 / 17:02:38			07:26:33 / 17:02:12	07:27:20 / 17:00:58	07:22:54 / 17:02:06	07:20:50 17:02:55
			22.05.2015	23.05.2015	24.05.2015	25.05.2015	26.05.2015	27.05.2015	28.05.2015
			07:48:04 / 16:56:50			07:48:17 / 16:55:23	07:26:42 / 17:02:27	07:46:44 / 16:59:15	07:29:07 17:01:38
			29.05.2015	30.05.2015	31.05.2015				
			08:13:20 / 16:35:05						
			01.05.2015	02.05.2015	03.05.2015	04.05.2015	05.05.2015	06.05.2015	07.05.201
1844 Bob Green	Bob Green	ob Green Administrator				07:49:03 / 10:56:30	08:44:47 / 16:15:09	07:47:27 / 17:02:01	07:51:57 17:04:06
			08.05.2015	09.05.2015	10.05.2015	11.05.2015	12.05.2015	13.05.2015	14.05.201
			07:58:29 / 16:01:01				07:50:45 / 17:08:50	08:07:13 / 17:14:07	08:10:33 17:32:23
			15.05.2015	16.05.2015	17.05.2015	18.05.2015	19.05.2015	20.05.2015	21.05.201
			07:50:29 / 17:06:14			07:34:21 / 17:13:14	08:03:28 / 17:00:41	08:14:14 / 17:07:56	07:27:18 16:14:50
			22.05.2015	23.05.2015	24.05.2015	25.05.2015	26.05.2015	27.05.2015	28.05.201
			09:02:11 / 17:01:26			08:31:07 / 17:02:03	08:01:01 / 17:07:18	08:03:06 / 17:06:50	08:06:55 17:15:22

(i) Note.

Minimal time period for report displaying is a week.

# Working with reports by Queue Length detectors

To create a Queue Length report click **QueueLength detectors** in the report menu of *Intellect Web Report System*.

Repo	ort System 3.1.0.474					
AUTO reports	General reports	Visitors behavior analysis	People Counter detectors	POS reports	Queue Length detectors	
Navigation: Rep	Navigation: Report System					

Click Average queue length in time interval.

Отдел: ІКТ

Rep	ort System 3.1.0.474				
AUTO reports	General reports	Visitors behavior analysis	People Counter detectors	POS reports	Queue Length detectors
	eue Length detectors	gth in time interval	average queue length in time al report.		
ue Lengt	h detectors link i Report System	n the report menu.	time interval is available w	hen cursor is POS reports	hovered over the <b>Que</b> Queue Length detectors Average queue length in time interval

A page of a report of average queue length in time interval is displayed.

Report System						
People Counter detectors	Queue Length detectors					
Navigation: Queue Length detec	ctors > Average queue length in time interval					
Average queue length	in time interval					
Parameter	Value					
Receiving data period:	User defined 2 💌 from 08/01/2014 🗰 00:00 🗢 to 08/31/2014 🛅 00:00 🧿 1					
Data averaging interval (min.):	60 2					
Detectors:	Choose: All. None ✓ Queue length detection 1 ✓ Queue length detection 2 3 ✓ 4					

Set the following report parameters:

Execute ) 5

- 1. Specify the period in the following way:
  - a. From the **Period:** drop-down list select the time period for which the report is to be created (1).
  - b. If the **User defined** period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool. Click the <sup>IIII</sup> button near the corresponding field to use the **Calendar** tool.

c. If the **User defined 2** period is selected, enter additionally the time of start and end periods for which the

report is to be created using the 🕑 button.

- If another period type is selected, specifying the date of start and end periods is not needed.
- 2. Enter a period of time (in minutes) between load values in the **Step (min.)** field (2). The average values of queue length for the specified interval are displayed in the report.

#### Note.

If the average value is null the empty report will be displayed for such intervals for the specified period. It is recommended to change the step in this case.

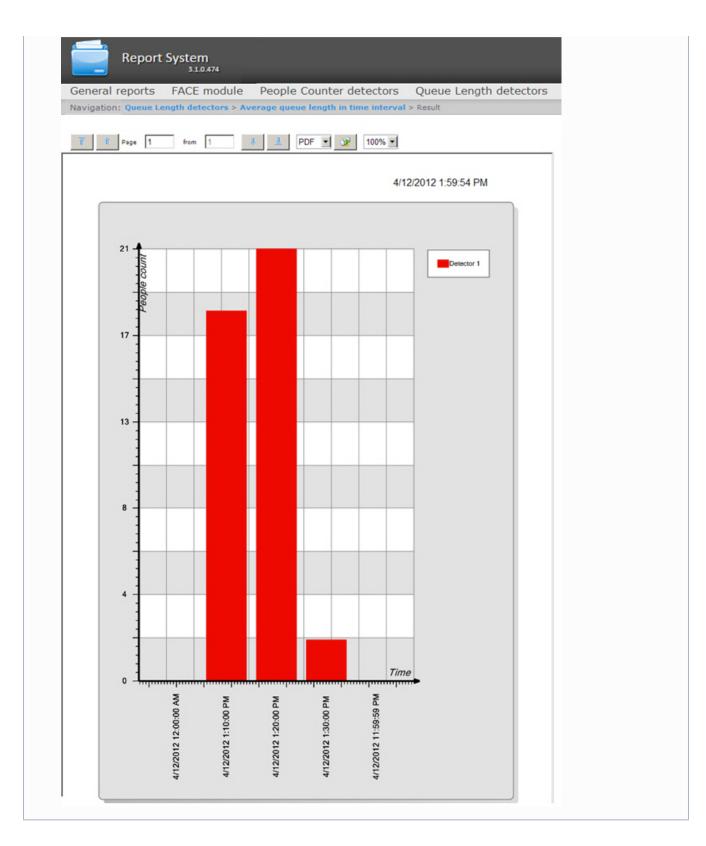
- 3. In the **Detectors** field set checkboxes in those **Queue length** objects information on which should be displayed in the report (3).
- 4. If it is necessary to view a report as a chart, set the corresponding checkbox (4).

#### To create a report click **Execute** (5).

As a result a report of average queue length in time interval with specified parameters is displayed.

Report Syste	2 <b>m</b> 1.0.474		
AUTO reports Genera	al reports Visitors beh	avior analysis	People Cou
Navigation: Queue Length	detectors > Average queue	length in time int	terval > Result
	Load report		
Detector	Time Period	People	count
Detector 1	4/12/2012 1:10:00 PM	18	
Detector 1	4/12/2012 1:20:00 PM	21	
Detector 1	4/12/2012 1:30:00 PM	2	

Note.
 Example of a report of average queue length in time interval as a chart is given in the following figure.



# Working with reports by People Counter detectors Selecting a type of reports by People Counter detector

It is possible to create the following reports by data of people counter detector:

- 1. Average number of people in time interval. This report allows getting data about the people quality for the selected time period. Data can be presented as a table and chart.
- 2. Entering/Exiting People Count report. This report allows getting data about the number of entering/exiting people. Data can be presented as a table and chart.
- 3. Face counter report (detailed by servers). This report allows getting data about the people quality using data from the face recognition servers. Data can be presented as a table and chart.
- 4. Face counter report (detailed by cameras). This report allows getting data about the people quality using data from

the video cameras. Data can be presented as a table and chart.

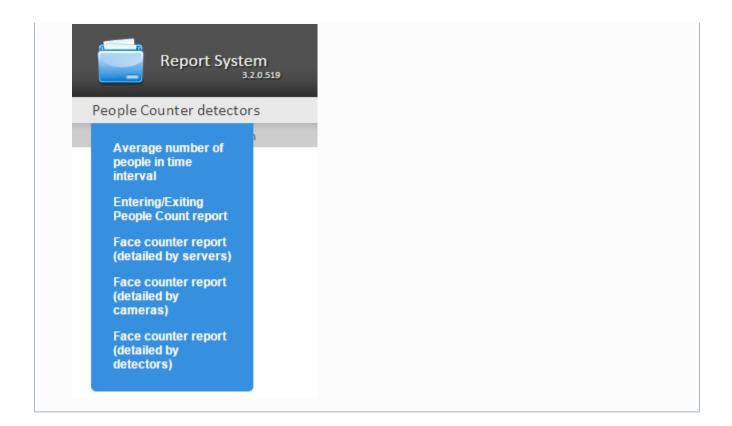
- 5. Face counter report (detailed by detectors). This report allows getting data about the people quality using data from the face detectors.
- 6. . This report allows getting data about number of unidentidied persons. Data can be presented as a table and chart.

To select a type of report by people counter detectors click **People Counter detectors** link in the report menu of *Intellect Web Report System*.

Report System	
People Counter detectors	
Navigation: People Counter det	ectors

As a result the list of available reports by people counter detectors is displayed. For switching to the required report click the corresponding link.

avigation: Pe	er detectors	
	Average number of people in time interval	View average number of people in time interval reports.
	Entering/Exiting People Count report	View Entering/Exiting People Count reports.
	Face counter report (detailed by servers) Face counter report (detailed by cameras) Face counter report (detailed by detectors)	Viewing the face counter report
Note. List of li Counte	inks for switching to reports by people counter o <b>r detectors</b> link in the report menu.	detectors is available when hovering over the ${f Pe}$



# Creating a report of average number of people in time interval

In order to create a report of average number of people in time interval, do the following:

- 1. Select the **Average number of people in time interval** type (see Selecting a type of reports by People Counter detector section).
- 2. As a result the dialog box for specifying the report parameters will be displayed.

Report	t System 3.1.0.391		
General reports	People Counter detectors	Queue Length detectors	
			Naviga

### Average number of people in time interval

Parameter	Value				
Detectors:	Choose: All. None  People counter detection 1  People counter detection 2				
Receiving data period:	Last month				
Step:	60 <b>3</b>				
Maximum value:	For whole period  4				
Time zone:	[not applied]    5				
Chart:	☑ 6				
Sum results:	<b>7</b>				

Execute 8

Set the following report parameters:

- 1. In the **Detectors** field set checkboxes in those **People counter** objects information on which should be displayed in the report (1).
- 2. Specify the period in the following way:
  - a. From the **Receiving data period:** drop-down list select the time period for which the report is to be created (2).
  - b. If the **User defined** period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool. Click the <sup>IIII</sup> button near the corresponding field to use the **Calendar** tool.

c. If the **User defined 2** period is selected, enter additionally the time of start and end periods for which the

report is to be created using the 🔍 button.

If another period type is selected, specifying the date of start and end periods is not needed.

3. Enter a time period (in minutes) during which the values received from people counter detector will be averaged in the **Step** field (**3**). The average values of people amount for the specified interval are displayed in the report.

#### (i) Note.

If the average value is null the empty report will be displayed for such intervals for the specified period. It is recommended to change the step in this case.

- 4. In the Max value field specify a maximum value of people that will be displayed in a chart (4).
- 5. From the **Time zone:** drop-down list select time zone by which report is to be created (**5**).

### (i) Note.

Time zones created in the *Intellect* software package which have only one time period and haven't got any inclusions are available to select. Selection of week days is not performed. Detailed information about

creation and using of time zones is presented in the Creating and using time zones section.

- 6. If it is necessary to view a report as a chart, set the corresponding checkbox (6).
- 7. Set the Sum results: checkbox to display sum result by selected detections in the report (7).
- 8. To create a report click **Execute** (8).

Procedure of working the people counter detector for creation the report of average number of people in time interval is follows:

- 1. The basic data are events about enter and exit sorted by time.
- 2. Do the previous calculations to create the "Number of people at a time" function:

2.1 During the specified period the "current number of people" in the zone is calculated at a time. Depending on the people entering or exiting the basic data is increasing or reducing by one.

2.2 If the "current number of people" takes the negative value on the next step (the number of exiting people from the area is more than number of entering people to this area), the "current number of people" is set to zero. Also, the "current number of people" is set to zero every day at 2 a.m. (on default) or after the time (in minutes) past midnight specified as PeopleCounterZeroPointMinute key in C:\Program Files\Intellect\Modules\Wt2\Web.config file. For example, the string

add key="PeopleCounterZeroPointMinute" value="60"

means that the people counter is set to zero in 60 minutes past midnight.

2.3 It there are no events about entering or exiting to the defined time, the "current number of people" remains unchanged.

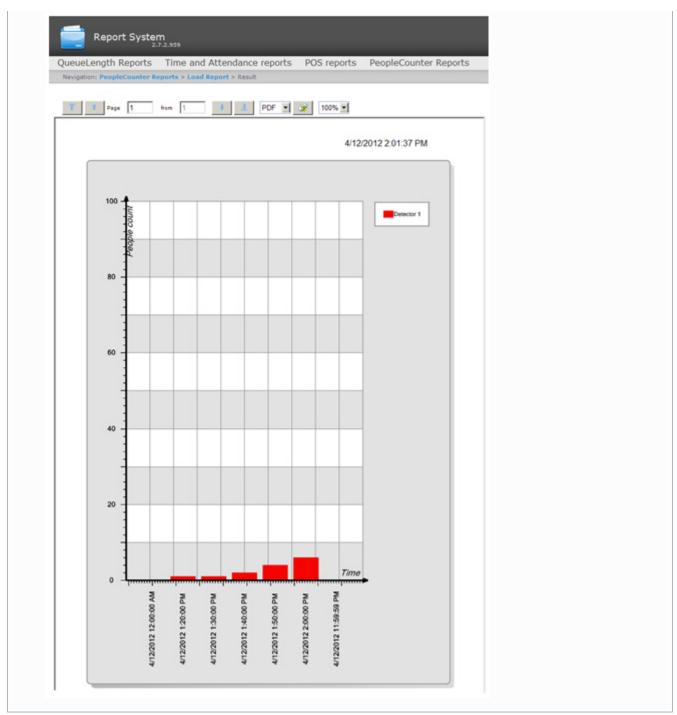
3. For every interval calculate the average number of people being in the area. "Average number of people for the interval" is calculated as the average value of "Number of people at a time" function at a time.

#### As a result a report of average number of people in time interval with specified parameters is displayed.

Report System		
QueueLength Reports Time a	and Attendance reports POS report	s PeopleCounter Reports
Navigation: PeopleCounter Reports > Lo	oad Report > Result	
T Page 1 from 1	▶ <b>₽DF</b> 💽 100% 💌	
	People counter report	
Detector	Time Period	People count
Detector 1	4/12/2012 1:20:00 PM	1
Detector 1	4/12/2012 1:30:00 PM	1
Detector 1	4/12/2012 1:40:00 PM	2
Detector 1	4/12/2012 1:50:00 PM	4
Detector 1	4/12/2012 2:00:00 PM	6

Note.

Example of a report of average number of people in time interval as a chart is given in the following figure.



# **Creating an Entering/Exiting People Counter report**

In order to create an Entering/Exiting People Counter report, do the following:

- 1. Select the **Entering/Exiting People Counter report** type (see Selecting a type of reports by People Counter detector section).
- 2. As a result the dialog box for specifying the report parameters will be displayed.

Report	t System 3.1.0.391		
General reports	People Counter detectors	Queue Length detectors	
			Navig

### **Entering/Exiting People Count report**

Parameter	Value
Detectors:	Choose: All, None +  People counter detection 1 -  People counter detection 2 Entry Exit Entry+Exit 1
Show total per day:	<b>2</b>
Receiving data period:	Last month <b>3</b>
Step:	60 <b>4</b>
Maximum value:	For whole period  5
Time zone:	[not applied]
Chart:	▼ 7
Sum results:	8

Execute 9

Set the following report parameters:

1. In the **Detectors** field set checkboxes in those **People counter** objects information on which should be displayed in the report (**1**). For each detector select a value on which the report is to be created: entry, exit, entry+exit.

£	N	ot	e.	
<u> </u>	~			

Select the **Entry+Exit** value if the report is to be created on total number of passes.

- 2. Set the **Show total per day:** checkbox to display sum of positions per day (2).
- 3. Specify the period in the following way:
  - a. From the **Receiving data period:** drop-down list select the time period for which the report is to be created (3).
  - b. If the **User defined** period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool. Click the <sup>IIII</sup> button near the corresponding field to use the **Calendar** tool.

c. If the **User defined 2** period is selected, enter additionaly the time of start and end periods for which the

report is to be created using the work button.

- If another period type is selected, specifying the date of start and end periods is not needed.
- 4. Enter a time period (in minutes) during which the values received from people counter detector will be summarized in the **Step** field (4).
- 5. From the **Maximum value** drop-down list select a maximum value of people that will be displayed in a chart (5).
- 6. From the Time zone: drop-down list select time zone by which report is to be created (6).

(i) Note.
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Time zones created in the *Intellect* software package which have only one time period and haven't got any inclusions are available to select. Selection of week days is not performed. Detailed information about creation and using of time zones is presented in the Creating and using time zones section.

- 7. If it is necessary to view a report as a chart, set the corresponding checkbox (7).
- 8. Set the **Sum results:** checkbox to display sum result by selected detections in the report (8).
- 9. To create a report click **Execute** (9).

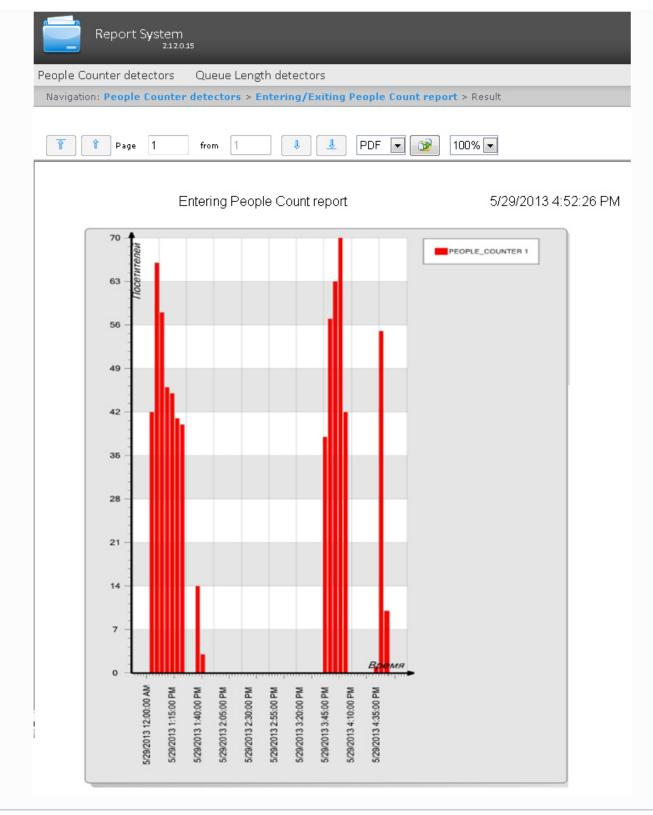
Entering/Exiting people counting is performed by summation of "enter"/ "exit" events at every interval.

As a result an Entering/Exiting People Counter report with specified parameters is displayed.

Report System		
People Counter detectors Queue Leng	th detectors	
Navigation: People Counter detectors > E	<pre>intering/Exiting People Count report &gt; Result</pre>	lt
1         from         2	PDF 💽 🎲 100% 📼	
Detector	Entering People Count report	People count
PEOPLE_COUNTER 1	5/29/2013 12:55:00 PM	42
PEOPLE_COUNTER 1	5/29/2013 1:00:00 PM	66
PEOPLE_COUNTER 1	5/29/2013 1:05:00 PM	58
PEOPLE_COUNTER 1	5/29/2013 1:10:00 PM	46
PEOPLE_COUNTER 1	5/29/2013 1:15:00 PM	45
PEOPLE_COUNTER 1	5/29/2013 1:20:00 PM	41
PEOPLE_COUNTER 1	5/29/2013 1:25:00 PM	40

(i) Note.

Example of a **Entering/Exiting People counter report** as a chart is given in the following figure.



# Creating a Face counter report detailed by servers

In order to create a face counter report detailed by servers, do the following:

- 1. Select the **Face counter report (detailed by servers)** type (see Selecting a type of reports by People Counter detector Selecting a type of reports by People Counter detector section).
- 2. As a result the dialog box for specifying the report parameters will be displayed.

AUTO reports	General reports	Visitors behavior analysis	People Counter detectors	POS reports	Queue Ler
Navigation: Peo	ple Counter detector	s > Unidentified persons report			

#### Unidentified persons report

Parameter	Value
Detectors:	Choose: All, None  ✓ Face Recognition Server 1  ✓ Face Recognition Server 2  1
Add total per day:	□ 2 User defined 2 ▼ from 09/01/2015 □ 00:00 ♥ to 09/30/2015 □ 23:59 ♥
Receiving data period:	User defined 2 🔻 from 09/01/2015 🧰 00:00 🕂 to 09/30/2015 💷 23:59 🔮
Step:	60 4
Maximum value:	For whole period 🔻 5
Time zone:	[not apply]  6
Chart:	✓ 7
Sum result:	8

Set the following report parameters:

Execute

- 1. In the **Detectors** field set checkboxes in those **Face Recognition Server** objects information on which should be displayed in the report (1).
- 2. Set the Add total per day: checkbox to display sum of positions per day (2).
- 3. Specify the period in the following way:
  - a. From the **Receiving data period:** drop-down list select the time period for which the report is to be created (3).
  - b. If the **User defined** period is selected, enter the date of start and end periods for which the report is to be
    - created in the **from** and **to** fields using the **Calendar** tool. Click the  $\stackrel{IIII}{=}$  button near the corresponding field to use the **Calendar** tool.
  - c. If the **User defined 2** period is selected, enter additionaly the time of start and end periods for which the
    - report is to be created using the 🕑 button.

If another period type is selected, specifying the date of start and end periods is not needed.

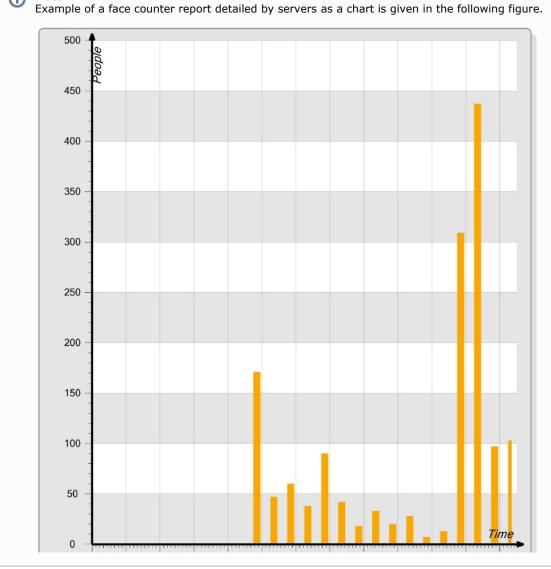
- 4. Enter a time period (in minutes) during which the values received from people counter detector will be summarized in the **Step** field (4).
- 5. From the Maximum value drop-down list select a maximum value of people that will be displayed in a chart (5).
- 6. From the **Time zone:** drop-down list select time zone by which report is to be created (**6**).

# Note. Time zones created in the Intellect software package which have only one time period and haven't got any inclusions are available to select. Selection of week days is not performed. Detailed information about creation and using of time zones is presented in the Creating and using time zones section.

- 7. If it is necessary to view a report as a chart, set the corresponding checkbox (7).
- 8. Set the **Sum results:** checkbox to display sum result by selected detections in the report (8).
- 9. To create a report click **Execute** (9).

As a result a face counter report detailed by servers with specified parameters is displayed.

Î         Page         I				
Face co	unter report (detailed by servers)			
	(number of unidentified persons)			
Period of data receiving	12/21/2015 12:00:00 AM - 12/21/2015 11:59:	59 PM		
Detection	Interval of data receiving	People		
Face recognition	12/21/2015 8:00:00 AM - 12/21/2015 8:59:59 AM	17		
Face recognition	12/21/2015 9:00:00 AM - 12/21/2015 9:59:59 AM	4		
Face recognition	12/21/2015 10:00:00 AM - 12/21/2015 10:59:59 AM	60		
Face recognition	12/21/2015 11:00:00 AM - 12/21/2015 11:59:59 AM	38		
Face recognition	12/21/2015 12:00:00 PM - 12/21/2015 12:59:59 PM	90		
Face recognition	12/21/2015 1:00:00 PM - 12/21/2015 1:59:59 PM	42		
Face recognition	12/21/2015 2:00:00 PM - 12/21/2015 2:59:59 PM	18		
Face recognition	12/21/2015 3:00:00 PM - 12/21/2015 3:59:59 AM <sup>4</sup>	33		



# Creating a Face counter report detailed by cameras

In order to create a face counter report detailed by cameras, do the following:

- 1. Select the **Face counter report (detailed by cameras)** type (see Selecting a type of reports by People Counter detector Selecting a type of reports by People Counter detector section).
- 2. As a result the dialog box for specifying the report parameters will be displayed.

Report	t System 3.2.0.542		
General reports	People Counter detectors	Time and Attendance reports	
Navigation: People Counter detectors > Face counter report (detailed by cameras)			

#### Face counter report (detailed by cameras)

Parameter	Value
Cameras:	Choose: All, None Choose: All, None Camera 4
Add total per day:	2 3
Receiving data period:	User 2 • from 01/01/2016 00:00 • to 01/31/2016 23:59 •
Step:	60 4
Maximum value:	For whole period <b>5</b>
Time zone:	[not apply]  6
Chart:	✓ 7
Sum result:	8

Execute 9

Set the following report parameters:

- 1. In the **Cameras** field set checkboxes in those **Camera** objects information on which should be displayed in the report (1).
- 2. Set the Add total per day: checkbox to display sum of positions per day (2).
- 3. Specify the period in the following way:
  - a. From the **Receiving data period:** drop-down list select the time period for which the report is to be created (3).
  - b. If the User defined period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool. Click the <sup>IIII</sup> button near the corresponding field to use the **Calendar** tool.

c. If the **User defined 2** period is selected, enter additionaly the time of start and end periods for which the

report is to be created using the w button.

If another period type is selected, specifying the date of start and end periods is not needed.

- 4. Enter a time period (in minutes) during which the values received from people counter detector will be summarized in the **Step** field (4).
- 5. From the Maximum value drop-down list select a maximum value of people that will be displayed in a chart (5).
- 6. From the **Time zone:** drop-down list select time zone by which report is to be created (6).

#### Note.

Time zones created in the *Intellect* software package which have only one time period and haven't got any inclusions are available to select. Selection of week days is not performed. Detailed information about creation and using of time zones is presented in the Creating and using time zones section.

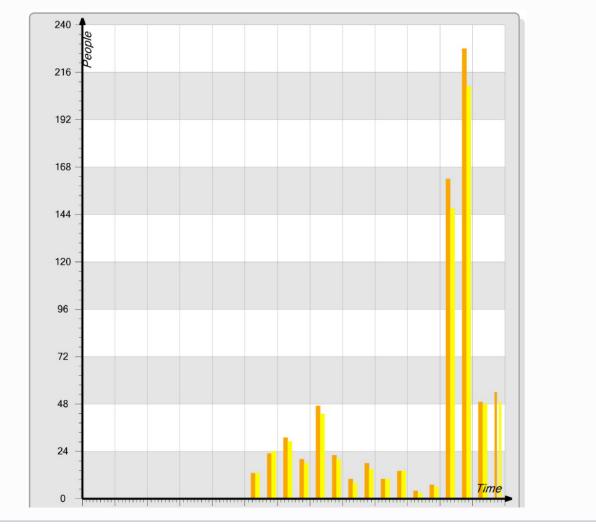
- 7. If it is necessary to view a report as a chart, set the corresponding checkbox (**7**).
- 8. Set the Sum results: checkbox to display sum result by selected detections in the report (8).
- 9. To create a report click **Execute** (9).

#### As a result a face counter report detailed by cameras with specified parameters is displayed.

Navigation: People Counter detectors > Face counter report (detailed by cameras) > Result 1 Page 1 PDF 🔽 🎯 100% 🗸 from 2 1 1 Face counter report (detailed by cameras) (number of unidentified persons) 12/21/2015 12:00:00 AM - 12/21/2015 11:59:59 PM Period of data receiving camera Interval of data receiving People 12/21/2015 8:00:00 AM - 12/21/2015 8:59:59 13 camera 1 AM 12/21/2015 9:00:00 AM - 12/21/2015 9:59:59 23 camera 1 AM 12/21/2015 10:00:00 AM - 12/21/2015 camera 1 31 10:59:59 AM 12/21/2015 11:00:00 AM - 12/21/2015 camera 1 20 11:59:59 AM 12/21/2015 12:00:00 PM - 12/21/2015 camera 1 47 12:59:59 PM camera 1 12/21/2015 1:00:00 PM - 12/21/2015 1:59:59 22 PM camera 1 12/21/2015 2:00:00 PM - 12/21/2015 2:59:59 10 

<u>Note</u>.

Example of a face counter report detailed by cameras as a chart is given in the following figure.



# Creating a Face counter report detailed by detectors

In order to create a face counter report detailed by detectors, do the following:

- Select the Face counter report (detailed by detectors) type (see Selecting a type of reports by People Counter detectorSelecting a type of reports by People Counter detector section).
- 2. As a result the dialog box for specifying the report parameters will be displayed.

General reports	Visitors behavior analysis	People Counter detectors	Queue Length detectors
Navigation: People	Counter detectors > Face count	er report (detailed by detectors)	

#### Face counter report (detailed by detectors)

Parameter	Value
Detectors:	Choose: All, None
Receiving data period:	User defined 2 🔽 from 12/21/2015 🧰 11:38 🔶 to 12/22/2015 🗰 11:38 🔶
Execute 3	

Set the following report parameters:

- In the **Detectors** field set checkboxes in those **Face detectors** objects information on which should be displayed in the report (1).
- 2. Specify the period in the following way:
  - a. From the **Receiving data period:** drop-down list select the time period for which the report is to be created (2).
  - b. If the **User defined** period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool. Click the button near the corresponding field to use the **Calendar** tool.

c. If the **User defined 2** period is selected, enter additionaly the time of start and end periods for which the

report is to be created using the 🖤 button.

If another period type is selected, specifying the date of start and end periods is not needed.

3. To create a report click **Execute** (**3**).

As a result a face counter report detailed by detectors with specified parameters is displayed.

	nter report (detailed by detectors) number of unidentified persons)	
Period of data receiving	12/21/2015 11:38:00 AM - 12/22/2015 11:3	38:00 AM
Detection	Interval of data receiving	People
face detector 1.1	12/21/2015 11:38:00 AM - 12/22/2015 11:37:59 AM	663
face detector 2.1	12/21/2015 11:38:00 AM - 12/22/2015 11:37:59 AM	605

# Working with AUTO reports

Working with AUTO reports consists of the following steps:

- 1. Selecting a type of report.
- 2. Creating a report.

Navigating, scaling the displayed page and AUTO report exporting are performed by analogy with *Time and Attendance* reports using the toolbar on the top of a page (see Time and Attendance report toolbar section).

# Selecting a type of Auto report

It is possible to create the following reports on *Auto-Intellect* software data:

- 1. Zone time slice. This report allows getting data about the average speed of vehicle moving, range and density of traffic, occupation of the specified lane for the selected time period. Time period is specified within the accuracy of a day. Data can be presented as a table and chart.
- 2. Slice on group. This report allows getting data about the average speed of vehicle moving, range and density of

traffic, occupation of several lanes for the fixed point of time. Time interval is specified within the accuracy of a minute. Data can be presented as a table and chart.

- 3. Traffic statistics by vehicles type. This report allows getting statistical data for each specified type of vehicles. Vehicle type is a set of vehicles the sizes of which are in certain intervals.
- 4. Traffic statistics by vehicles groups. This report allows getting statistical data for each specified group of vehicles. Vehicles group is a set of several vehicles types.

**Zone time slice** and **Slice on group** reports refer to **Traffic Detector** and **Vehicle Processor** modules (the corresponding modules are to be created in the *Intellect* software package).

**Traffic statistics by vehicles type** and **Traffic statistics by vehicles groups** reports refer to **Vehicle Detecto**r module (the corresponding module is to be created in the *Intellect* software package).

To select a type of Auto report click Auto Reports link in the report menu of Intellect Web Report System.

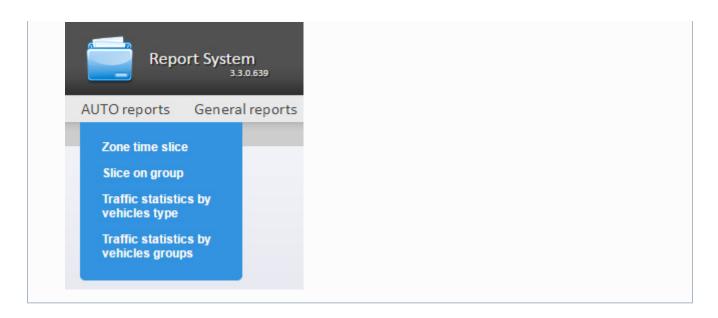
Rep	ort System 2.9.0.1053			
AutoReports	People Counter detectors	POS reports	Queue Length detectors	Time and Attendance reports
Navigation: R	eport System			

As a result the list of available Auto reports is displayed. For switching to the required report click the corresponding link.

Repo	ort System 3.3.0.639	
AUTO reports	General reports	
Navigation: AUT	"O reports	
	Zone time slice	First type analytics. Relates to the geographic point (zone on the road) and creates dependencies on data received from this zone for the specific period.
	Slice on group	Second type analytics. Point of time is fixing and data from the selected zones set received in this moment is comparing
	Traffic statistics by vehicles groups	Statistics from Intellect Traffic monitor with grouping by vehicles type.
	Traffic statistics by vehicles type	Statistics from Intellect Traffic monitor.

#### Note.

List of links for switching to Auto reports is available when hovering over the **Auto reports** link in the report menu.



# Creating a Zone time slice

In order to create a Zone time slice, do the following:

Select the **Zone time slice** type of Auto reports (see Selecting a type of Auto report section).
 As a result the dialog box for specifying the report parameters will be displayed.

Navigation: AUTO reports > Zone time slice

### Zone time slice

Execute

Parameter		1 Value 2 3					
Period:	User	▼ from 08/23/2016 🗰 to 08/23/2016 🗰					
Averaging interval, min:	60	4					
Data source (zone or detector):	•	5					
Report's content:	Chart+Table  6						
Title:	Zone	time slice 7					
View average speed data:		8					
View volume data:		9					
View density data:		10					
View Occupancy data:		11					

3. Specify parameters of time slice in the following way:

12

- a. From the **Period:** drop-down list select the time period for which the report is to be created (1).
- b. If the User defined period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool (2). Click the <sup>IIII</sup> button near the corresponding field to use the **Calendar** tool.

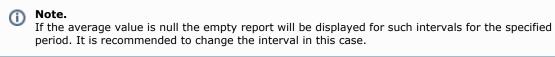
from	10/0	2/20	12			iii	to	10/02/2012
	0	Oc	t	2	012	•	0	
-	Mo	Ти	We	Th	Fr	Sa	Su	
	1	2	3	4	5	6	7	
-	8	9	10	11	12	13	14	
e	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
	_	30 oday	31			Dor	ne	

c. If the **User defined 2** period is selected, enter additionally the time of start and end periods for which the

report is to be created using the 🔍 button.

If another period type is selected, specifying the date of start and end periods is not needed.

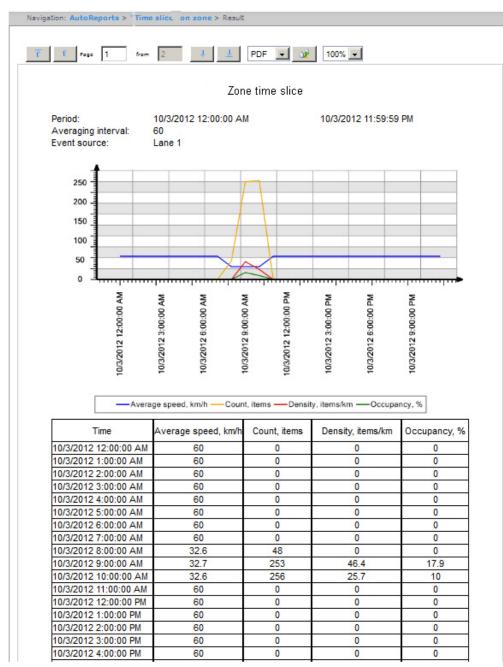
d. In the **Averaging interval, min** enter the time period corresponding to the interval in which points on the chart and values in the table will follow (**3**). The average values for the specified averaging interval are displayed in the report.



- e. From the **Data source (zone or detector)** drop-down list select the **Region** object corresponding to the lane on which the report is to be created (**4**).
- f. From the Report's content drop-down list select the way of report displaying: table and/or chart (5).
- g. In the **Title** field enter the report name which is to be displayed (**6**).
- b. Set the View average speed data checkbox to include the data about average speed on the selected lane
   (7).
- i. Set the **View volume data** checkbox to include the data about vehicle numbers on the lane for the specified time period (**8**).
- j. Set the **View density data** checkbox to include the data about vehicle numbers per kilometer on the specified lane (9).
- k. Set the View Occupancy data checkbox to include the data about percent of lane occupancy (10).

4. Click **Execute** to create the report (11).

As a result the report in the selected form is displayed.



# Creating a Slice on group

In order to create a Slice on group, do the following:

- 1. Select the **Slice on group** type of Auto reports (see Selecting a type of Auto report section).
- 2. As a result the dialog box for specifying the report parameters will be displayed.

#### Slice on group

Parameter	1	2	Value	3
Point of time:	Selected date and time 🔻	08/25/2016		10:28
Data source (zones and/or detectors):	Choose: All, None View: Hide all , Show all – ♥ Zone 1 ♥ Lane 1 ♥ Lane 3 – ♥ Zone 2 ♥ Lane 2			4
Report's content:	Chart+Table ▼	<u>j</u>		
Title:	Slice on group	6		
View average speed data:	✓ 7			
View volume data:	✓			
View density data:	✓ 9			
View Occupancy data:	☑ 10			



- 3. Specify parameters of Slice on group in the following way:
  - a. From the **Point of time:** drop-down list select the mode of specifying the slice moment: select the **Current date and time** if the report is to be created on the current moment or **Selected date and time** if the report is to be created on the specified point of time (**1**).
  - b. If the Selected date and time mode was selected, enter the date when the report is to be created using

the **Calendar** tool in the (**2**) field and date of report in the (**3**) field. Click the <sup>IIII</sup> button near the corresponding field to use the **Calendar** tool.

10/0	3/20			09:3						
0	Oc	Oct 💌 2012 💌 🔍								
Мо	Tu	We	Th	Fr	Sa	Su				
1	2	3	- 4	5	6	7				
8	9	10	11	12	13	14				
15	16	17	18	19	20	21				
22	23	24	25	26	27	28				
29	30	31								
Today Done										

(i) Note.

Click the button to set the current system date and time as the report time (3).

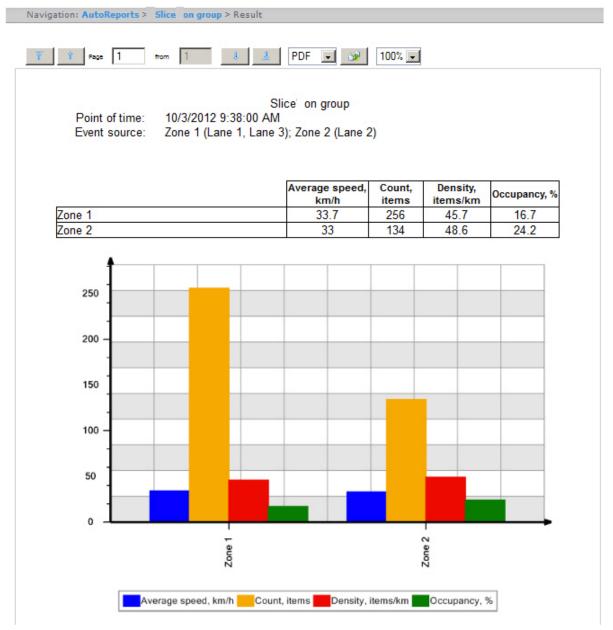
c. Set checkboxes next to those lanes and/or detectors by which the report is to be created (4).

Note. Click the All link to select all lanes and detectors in the list. Click the None link to uncheck all checkboxes.

d. From the **Report's content** drop-down list select the way of report displaying (5).

- e. In the **Title** field enter the report name which is to be displayed (6).
- f. Set the View average speed data checkbox to include the data about average speed on selected lanes (7)
- g. Set the **View volume data** checkbox to include the data about vehicle numbers on lanes for the specified time period (8).
- h. Set the **View density data** checkbox to include the data about vehicle numbers per kilometer on the specified lanes (9).
- i. Set the **View Occupancy data** checkbox to include the data about percent of lanes occupancy (10).
- 4. Click **Execute** to create the report (**11**).

As a result the report in the selected form is displayed.



# Getting a traffic statistics by vehicles groups

In order to get a traffic statistics, do the following:

- 1. Select the Traffic statistics by vehicles groups type of Auto reports (see Selecting a type of Auto report section)
- 2. As a result the dialog box for specifying the report parameters will be displayed.

Parameter	1	Value	2
Period:	User defined from 02/11/2013		🛄 to 02/11/2013 🛛 🗍
Transport detection:	Traffic Detector 1 🗩 3		
Lanes:	hoose: All, None Lane0 Lane1 Lane2 Lane3 Lane4 Lane5		4
Vehicle groups:	hoose: All, None Small vehicles Medium vehicles Large vehicles		5
Displayed data:	<ul> <li>Moose: All, None</li> <li>General number of vehicles</li> <li>Average speed km/h</li> <li>Number of violation</li> <li>Speed exceeding</li> <li>Moving in oncoming lane</li> <li>Number of vehicle stops</li> <li>Average workload of road</li> <li>Traffic jam</li> </ul>		6

3. Specify parameters of Traffic statistics by vehicles groups in the following way:

Navigation: AUTO reports > Traffic statistic by vehicles groups

- a. In the **Period:** drop-down list select the time period for which the report is to be created (1).
  b. If the **User defined** period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool (**2**). Click the <sup>IIII</sup> button next to the corresponding field to use the **Calendar** tool.

Lones	ponu	ing i	leiu	to u	se u		alei	
from	02/11	/2013	3				to	02/11/2013
1	0	Feb		20	)13	•	0	
	Мо	Tu	We	Тh	F۳	Sa	Su	
					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	-25	26	27	28				
es	Тс	oday				Dor	ne	

c. If the User defined 2 period is selected, enter additionally the time of start and end periods for which the

report is to be created using the 🕑 button. If another period type is selected, specifying the date of start and end periods is not needed.

- d. In the Transport detection drop-down list select the Transport detection object, data of which is to be used to create the report (3).
- e. In the Lanes list set checkboxes next to those lanes data of which is to be included in the report (4).

Note. (i)

In order to select all groups in the list click the All link. To uncheck all checkboxes click the None li nk.

f. In the Vehicle groups list set checkboxes in those vehicle groups data of which is to be included in the

report (5). The following vehicle groups are available:

- Small vehicles (the group includes cars and motorcycles);
- Medium vehicles (the group includes vehicles less than 12 m);
- Large vehicles (the group includes vehicles more than 12 m and buses).
- g. In the **Displayed data** list set checkboxes next to those parameters which are to be included in the report (
   6).

Note.
 In order to select all fields in the list click the All link. To uncheck all checkboxes click the None lin k.

4. Click **Execute** to create the report (7).

As a result the report in the selected form is displayed.

Navigation: AUTO reports > Traffic statistics by vehicles groups > Result

	Traff	ic statistic	s by veh	icles grou	ips			
Period:         1/1/2012 12:00:00 AM         12/31/2012 11:59:59 PM           Data source:         Traffic detector 1         12/31/2012 11:59:59 PM								
Detector/lane/vehicle type	Total vehicles	Average speed, km/h	Violation count	Overspeed	Wrong road side	Stopped vehicles count	Average road occupancy	Traffic jam
Traffic detector 1	15467	66.8	0	0	0	51	9.7	0
Lane 0 (Movement towards the camera)	0	0.0	0	0	0	0	0.0	0
Lane 1 (Movement towards the camera)	2161	37.2	0	0	0	19	7.3	0
Small vehicles	1324	39.7	0	0	0	18	7.1	0
Medium vehicles	609	37.6	0	0	0	1	6.9	0
Large vehicles	228	22.2	0	0	0	0	9.5	0
Lane 2 (Movement towards the camera)	4214	69.1	0	0	0	16	11.4	0
Small vehicles	2513	65.4	0	0	0	10	11.3	0
Medium vehicles	473	79.0	0	0	0	4	11.5	0
Large vehicles	1228	73.0	0	0	0	2	11.5	0
Lane 3 (Movement towards the camera)	4481	57.2	0	0	0	10	9.7	0
Small vehicles	2615	55.7	0	0	0	3	9.9	0
Medium vehicles	1002	69.9	0	0	0	3	9.7	0
Large vehicles	844	46.5	0	0	0	4	9.2	0
Lane 4	4631	87.8	0	0	0	6	9.4	0
Small vehicles	3486	89.4	0	0	0	6	9.5	0
Medium vehicles	678	64.3	0	0	0	0	9.4	0
Large vehicles	467	109.6	0	0	0	0	8.6	0
Lane 5	0	0.0	0	0	0	0	0.0	0

### Getting a traffic statistics by vehicles type

In order to get a traffic statistics by vehicles type, do the following:

- 1. Select the Traffic statistics by vehicles groups type of Auto reports (see Selecting a type of Auto report section)
- 2. As a result the dialog box for specifying the report parameters will be displayed.

Parameter	1 Value 2	
Period:	User defined Oz/11/2013 🗰 to 02/11/2013	
Transport detection:	Traffic Detector 1 🗩 3	
Lanes:	Choose: All, None  Lane0 Lane1 Lane2 Lane3 Lane4 Lane5	
Types of vehicles:	Choose: All, None  Motorcycles Cars Cargo vehicles less than 12 m Cargo vehicles more than 12 m Busses	
Displayed data:	Image: All, None         Image: General number of vehicles         Image: Average speed km/h         Image: Average speed km/h         Image: Number of violation         Image: Speed exceeding         Image: Moving in oncoming lane         Image: Number of vehicle stops         Image: Average workload of road         Image: Traffic jam	

#### Traffic statistic by vehicles type

- Execute 7
- 3. Specify parameters of Traffic statistics by vehicles type in the following way:
  - a. In the **Period:** drop-down list select the time period for which the report is to be created (1).
  - b. If the **User defined** period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool (**2**). Click the <sup>IIII</sup> button next to the corresponding field to use the **Calendar** tool.

from	02/11	/2013	3				to	02/11/2013
	0	Feb		20	)13	•	0	
	Мо	Tu	We	Th	Fr	Sa	Su	
					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28				

- es
- c. If the **User defined 2** period is selected, enter additionally the time of start and end periods for which the

report is to be created using the 🖤 button.

If another period type is selected, specifying the date of start and end periods is not needed.

- d. In the **Transport detection** drop-down list select the **Transport detection** object, data of which are to be used to create the report (**3**).
- e. In the Lanes list set checkboxes next to those lanes data of which is to be included in the report (4).



		In order to select all lanes in the list click the All link. To uncheck all checkboxes click the None lin k.
f.		<b>Types of vehicles</b> list set checkboxes next to those vehicle types data of which is to be included in port (5).
	Ō	<b>Note.</b> In order to select all groups in the list click the <b>All</b> link. To uncheck all checkboxes click the <b>None</b> li nk.
g.	In the <b>6</b> ).	<b>Displayed data</b> list set checkboxes next to those parameters which are to be included in the report (
	0	<b>Note.</b> In order to select all fields in the list click the <b>All</b> link. To uncheck all checkboxes click the <b>None</b> lin k.

4. Click **Execute** to create the report (7).

As a result the report in the selected form is displayed.

t Page 1 from	1	<u> </u>	PDF 🗾 🚺	2 100%				
Period:	Tra	ffic statist 1/1/2012	ics by ve 2 12:00:00			12/31/20	)12 11:5	9:59 PM
Data source:		Traffic d	etector 1					
Detector/lane/vehicle type	Total vehicles	Average speed, km/h	Violation count	Overspeed	Wrong road side	Stopped vehicles count	Average road occupancy	Traffic jam
Traffic detector 1	15467	66.8	0	0	0	51	9.7	0
Lane 0 (Movement towards the camera)	0	0.0	0	0	0	0	0.0	0
Lane 1 (Movement towards the camera)	2161	37.2	0	0	0	19	7.3	0
Motorcycles	20	10.2	0	0	0	9	6.4	0
Cars	1303	40.2	0	0	0	8	7.1	0
Trucks with length < 12m.	609	37.6	0	0	0	1	6.9	0
Trucks with length > 12m.	158	23.7	0	0	0	0	10.7	0
Buses	70	18.7	0	0	0	0	6.9	0
Lane 2 (Movement towards the camera)	4214	69.1	0	0	0	16	11.4	0
Motorcycles	12	5.1	0	0	0	1	8.0	0
Cars	2500	65.7	0	0	0	8	11.4	0
Trucks with length < 12m.	473	79.0	0	0	0	4	11.5	0
Trucks with length > 12m.	749	74.5	0	0	0	2	11.7	0
Buses Lane 3 (Movement towards the camera)	479 4461	70.6 57.2	0	0	0	0 10	11.2 9.7	0
Motorcycles	0	0.0	0	0	0	0	0.0	0
Cars	2613	55.8	0	0	0	1	9.9	0
Trucks with length < 12m.	1002	69.9	0	0	0	3	9.7	0
Trucks with length > 12m.	516	45.8	0	0	0	4	8.9	0
Buses	328	47.6	0	0	0	0	9.8	0
Lane 4	4631	87.8	0	0	0	6	9.4	0
Motorcycles	0	0.0	0	0	0	0	0.0	0
Cars	3484	89.5	0	0	0	4	9.5	0
Trucks with length < 12m.	678	64.3	0	0	0	0	9.4	0
Trucks with length > 12m.	251	102.8	0	0	0	0	7.9	0
Buses	216	117.5	0	0	0	0	9.4	0
	0	0.0	0	0	0	0	0.0	0

## Working with general reports Selecting a type of general report

It is possible to create the following general reports:

1. Protocol report. This report allows getting information on events presence from specified objects during the determined time period.

- 2. Change protocol report. This report allows getting information on performed object changes.
- 3. Report of current objects state. This report allows getting information about current status of objects.

To select a type of general report click **General reports** link in the report menu of *Intellect Web Report System*.

Report	t System 3.2.0.535				
General reports	Time and Attendance reports				
Navigation: Report System					

As a result the list of available general reports is displayed. For switching to the required report click the corresponding link.

Report Sy	stem 3.3.0.637	
General reports		
Navigation: General re	ports	
Protocol r Change pr	otocol report	
	current objects state	

#### Note.

List of links for switching to General reports is available when hovering over the **General reports** link in the report menu.

	Report S	System 3.3.0.637	
General re	ports		
report	protocol of current		

### **Creating a Protocol report**

In order to create a protocol report, do the following:

- 1. Select the Protocol report type (see Selecting a type of general report section).
- 2. As a result the dialog box for specifying the report parameters will be displayed.

General reports	
Navigation: General reports > Protocol report	

#### **Protocol report**

Parameter	1 2 <sup>Value</sup> 3
Objects and events:	Camera Computer User Video Capture Devict Конвертер интерфей СКУД Elsys
Report with video:	<b>4</b>
Camera:	Camera 1 V 5
Filter:	No <b>v</b> 6
Filter text:	7
Maximum of output strings:	2000 8
Period:	User defined 2 V from 11/03/2015 🗰 15:53 💠 to 11/03/2015 🗰 15:53 💠 9

Execute 10

Set the following report parameters:

- 1. Select the needed object type from the objects list (1).
- 2. Select objects on which the report is to be created from the objects list of corresponding type (2).
- 3. Click the button to display events corresponding to the selected object.
- 4. Set the checkboxes in those events of the selected object on which information is to be displayed in the report (3).
- 5. Set the **Report with video:** checkbox to create the report which will be contain video image from the camera (4).
- 6. From the **Camera:** drop-down list select the camera from which the video will be displayed in the report (5).
- 7. From the **Filter:** drop-down list select filter which will be applied to the report (**6**).
- 8. In the **Filter text:** enter a condition by which filter will be performed in the report (**7**).
- 9. In the Maximum of output strings: field enter the number of output strings in the protocol report (8).
- 10. Specify the period in the following way:
  a. From the **Period:** drop-down list select the time period for which the report is to be created (9).
  - b. If the User defined period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool. Click the <sup>IIII</sup> button near the corresponding field to use the Calendar tool.

0	Nov		20	)12	•	0
Мо	Tu	We	Тh	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
- 26	27	28	29	30		
Тс	oday				Dor	ne

If another period type is selected, specifying the date of start and end periods is not needed. 11. To create a report click **Execute** (10).

As a result the **Protocol report** with specified parameters is displayed.

1	lavigation: General	reports > Protocol	report > Result									
<u>_</u>	Source	Object type	Event	Information	Date	Computer						307/500
	Camera 1	Camera	Record off		1/17/2014 8:14:09 Al WS4	4	<u> </u>   2		02050405050507050		11 10 19 20 21 20 20 2	12:01:11
2	Camera 1	Camera	Connection lost		1/17/2014 8:14:10 ALWS4	4						12:01:31
3	Camera 1	Camera	Connection		1/17/2014 8:14:10 ALWS4	4						12:01:51 12:02:11
	Camera 1	Camera	Alarm		1/17/2014 8:26:01 A WS4	4						12:02:31
5	Camera 1	Camera	Alarm end		1/17/2014 8:26:12 ALWS4	4			A Marine			12:02:51 12:03:11
5	Camera 1	Camera	Alarm		1/17/2014 9:03:41 ALWS4	4			al and			12:03:31
,	Camera 1	Camera	Alarm end		1/17/2014 9:03:49 ALWS4	4				The state of the s		12:03:51 12:04:11
з	Camera 1	Camera	Alarm		1/17/2014 9:06:53 AI WS4	4				and the second second		12:04:11
•	Camera 1	Camera	Alarm end		1/17/2014 9:06:56 Al WS4	4		State of the second				12:04:51
0	Camera 1	Camera	Alarm		1/17/2014 9:08:03 Al WS4	4						12:05:11 12:05:31
1	Camera 1	Camera	Alarm end		1/17/2014 9:08:09 Al WS4	4					1	12:05:51
2	Camera 1	Camera	Alarm		1/17/2014 9:09:14 ALWS4	4			h	1-1	-	12:06:11 12:06:31
3	Camera 1	Camera	Alarm end		1/17/2014 9:09:22 ALWS4	4		2 Kamepa 2	1/2		- /	
4	Camera 1	Camera	Alarm		1/17/2014 9:10:31 A WS4	4	IV					17-01-1
5	Camera 1	Camera	Alarm end		1/17/2014 9:10:35 ALWS4	4		· ····				
6	Camera 1	Camera	Alarm		1/17/2014 9:11:09 ALWS4	4	/	3				
7	Camera 1	Camera	Alarm end		1/17/2014 9:11:16 ALWS4	4						
8	Camera 1	Camera	Alarm		1/17/2014 9:12:53 ALWS4	4	4					
9	Camera 1	Camera	Alarm end		1/17/2014 9:13:01 Al WS4	4	3					
0	Camera 1	Camera	Alarm		1/17/2014 9:14:37 Al WS4	4						
1	Camera 1	Camera	Alarm end		1/17/2014 9:14:44 Al WS4	4						
2	Camera 1	Camera	Alarm		1/17/2014 9:15:02 ALWS4	4				×		
3	Camera 1	Camera	Alarm end		1/17/2014 9:15:06 Al WS4	4	1					
4	Camera 1	Camera	Alarm		1/17/2014 9:21:58 Al WS4	4						
5	Камера 1	Camera	Alarm end		1/17/2014 9:22:43 ALWS4	1	~					

A form of the **Protocol report** with video displaying consists of three parts. Part **1** is equal to the print form of protocol reports without video displaying. Part **2** displays video from the selected camera. Part **3** displays image.

Video is displayed in case of the video archive for the specified period is existed. Otherwise, the last frame from archive is displayed.

Images corresponding to events of employee passes will be displayed while using the FSA/ACS module. Specify the path to the folder with images in the <add key="PathToPhotos" value ="" /> parameter in the web.config file to display images. On default, the "/BMP/Person/" path is specified.

Names of files should correspond to ID of emloyees whose passes are displayed in report.

#### Attention!

It is impossible to print the form of **Protocol report** with video displaying. If it is needed to get the pint form of the **Protocol report** create the report without video, i.e. the **Report with video:** checkbox should be deselect.

eneral reports	•				
Vavigation: General	reports > Protocol repo	rt > Result			
1 Page	1 from 32	PD	0F 💌 😼 100%	6 🕶	
		Protoco	-		
		Period:17.01.20	014 - 17.01.2014		
		1			
Source	e Object type	Event	Information	Date	Computer
Камера	1 Camera	Record off		17/01/2014 8:14:09	WS4
Камера	1 Camera	Connection lost		17/01/2014 8:14:10	WS4
Камера	1 Camera	Connection		17/01/2014 8:14:10	WS4
Камера	1 Camera	Alarm		17/01/2014 8:26:01	WS4
Камера	1 Camera	Alarm end		17/01/2014 8:26:12	WS4
Камера	1 Camera	Alarm		17/01/2014 9:03:41	WS4
				17/01/2014 9:03:49	WS4

#### Attention! ⚠

To create the auto generated protocol report you should select the report without video displaying.

### **Creating a Change protocol report**

In order to create a protocol report, do the following:

- Select the **Change protocol report** type (see Selecting a type of general report section).
   As a result the dialog box for specifying the report parameters will be displayed.

General reports	Time and Attendance reports
Navigation: Gener	al reports > Change protocol report

### Change protocol report

Parameter				Value			
Object type:	V C V C V C V C V C V C V C V C V C V C	All, None access Lev camera computer bisplay General re decurity zo AM report fime Zone fideo capt Veb Repor	ports one ts ure dev				1
Operators:	Choose: / ⊻ U	All, None	zed use	r			2
Delete objects:		3					
Create objects:		4					
Change objects:		5	-				6
Period:	User	•	from	02/17/2016	🔳 to	02/17/2016	

Execute

Set the following report parameters:

7

- 1. In the **Object type:** field set checkboxes in those types of objects to which the changed, created or removed object belongs (1).
- In the Operators: field set checkboxes in those users who have rights to change objects (2). The Unathorized user value means change of system by unathorized user, deleted user and/or user with deleted rights.
- 3. To display deleted objects in the report set the corresponding checkbox (3).
- 4. To display created objects in the report set the corresponding checkbox (4).
- 5. To display objects which have been changed set the **Change objects** checkbox (5).
- 6. Specify the period in the following way:
  - a. From the **Period:** drop-down list select the time period for which the report is to be created (6).
  - b. If the User defined period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool. Click the <sup>IIII</sup> button near the corresponding field to use the **Calendar** tool.

0	Fe	eb	• 2	016	•	0
Мо	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						
Today Done						

7. To create a report click **Execute** (7).

As a result a change protocol report with specified parameters is displayed.

General reports	People Counter detectors	POS reports	Queue Length detectors	Time and Attendance reports		
Navigation: General reports > Change protocol report > Result						
1 Page	1 from 3	PDF ·	• 😼 100% •			

#### Change protocol report

Period:17.01.2016 - 17.02.2016

Object type	Object name	Event	User	Date	Computer	List of changes
Video capture device		Create	ADMIN	16/02/2016 10:33:27	R-FADIN-2	
Video capture device		Change	ADMIN	16/02/2016 10:33:32	R-FADIN-2	type <> => <virtual>;</virtual>
Camera		Create	ADMIN	16/02/2016 10:33:36	R-FADIN-2	
Camera		Change	ADMIN	16/02/2016 10:33:41	R-FADIN-2	source_folder <> => <c:\users\tester\desktop\piter>;</c:\users\tester\desktop\piter>
Display	Display 1	Change	ADMIN	16/02/2016 10:33:43	R-FADIN-2	SLAVE.guid.count <1> => <0>;
Display	Display 1	Change	ADMIN	16/02/2016 10:33:46	R-FADIN-2	SLAVE.guid.count <1> => <0>; SLAVE.slave_id.count <1> => <2>;
Monitor	Monitor 1	Change	ADMIN	16/02/2016 10:33:49	R-FADIN-2	CAM.ipstorage.count <1> => <2>; CAM.compressor.count <1> => <2>; CAM.stream_id.count <1> => <2>; CAM.direct_connect.count <1> => <2>; CAM.gstream_version.count <1> => <2>; CAM.gstream_version.count <1> => <2>; CAM.guid.count <1> => <2>; CAM.guid.count <1> => <2>; CAM.arch.count <1> => <2>; CAM.speed.count <1> => <2>; CAM.cam.count <1> => <2>; CAM.cam.count <1> => <2>; CAM.gate_arch.count <1> => <2>; CAM.gate_arch.count <1> => <2>; CAM.gate_arch.count <1> => <2>; CAM.gate_arch.count <1> => <2>;

### Creating a report of current objects state

In order to create a report of current objects state, do the following:

- 1. Select the **Report of current objects state** type (see Selecting a type of general report section).
- 2. As a result the dialog box for specifying the report parameters will be displayed.

### Report of current objects state

Parameter	Value
Object:	Choose: All, None View: Hide all , Show all + @ Camera + @ Computer - Ime Zone @ Time Zone 1 Ime Zone 2 Ime Zone 2
Period:	Current date and time
Execute	2

Set the following report parameters:

I

1. In the **Object:** field set checkboxes in those objects which current state is to be displayed in the report (1).

Note. (i) Only objects with status displayed on the map are given in the **Object** field.

2. Click the **Execute** button (2).

As a result a report of current objects state with specified parameters is displayed.

Report System
General reports
Navigation: General reports > Report of current objects state > Result

### Report of current objects state

Period:09.08.2016 - 09.08.2016

Object ID	Object type	Object name	Changes
1	САМ	Camera 1	Armed
O-VOROBYOVA	SLAVE	LOCALHOST	Connected
1	TIME_ZONE	Time Zone 1	Inactive

# Working with Customer behavior reports Selecting a type of Visitors behavior analysis reports

It is possible to create the following visitors behavior analysis reports:

- 1. Customer activity statistics report is used to inspect the chabge of customer activity over time and quantitavely estimate activity in different zones of monitored area.
- Heat map report decides the issue of quick and auality comparison of customer activity in different zones of monitored area.

To select a type of visitors behavior analysis report click **Visitors behavior analysis** link in the report menu of *Intellect Web Report System*.



As a result the list of available visitors behavior analysis reports is displayed. For switching to the required report click the corresponding link.

Report System						
Visitors behavior	analysis					
Navigation: Visitors beh	avior analysis					
Custom activity statistic	View reports by change of visitors activity in shop zones					
Heat ma	View of maps with visitors activity color indication in different points of shop.					
Note. List of links for switching to visitors behavior analysis reports is available when hovering the Visitors behavior analysis link in the report menu.						
Report System						

### **Creating the Customer activity statistics report**

To create the customer activity statistics report, do the following:

Visitors behavior analysis

**Customer activity** 

statistics Heat map

- 1. Select the **Customer activity statistics** type (see Selecting a type of Visitors behavior analysis reports section).
- 2. As a result the dialog box for specifying the report parameters will be displayed.

Report System		
Visitors behavior a	Visitors behavior analysis People Counter detectors Queue Length detectors	
Navigation: Visitors behavior analysis > Customer activity statistics		
Customer activity statistics		
Parameter	Value	
Receiving data period:	User defined 2 🕝 from 08/01/2014 🧰 00:00 👁 to 08/31/2014 🧰 00:00 👰1	
Included week days:	Mon - Sun 2	
Chart step:	15 minutes 3	
Detectors: Show in one axis:	Choose: All, None	

Set the following report parameters:

- 1. Specify the period in the following way:
  - a. From the **Receiving data period:** drop-down list select the time period for which the report is to be created (1).
  - b. If the **User defined** period is selected, enter the date of start and end periods for which the report is to be
    - created in the **from** and **to** fields using the **Calendar** tool. Click the button near the corresponding field to use the **Calendar** tool.
  - c. If the **User defined 2** period is selected, enter additionally the time of start and end periods for which the
    - report is to be created using the 🖤 button.

If another period type is selected, specifying the date of start and end periods is not needed.

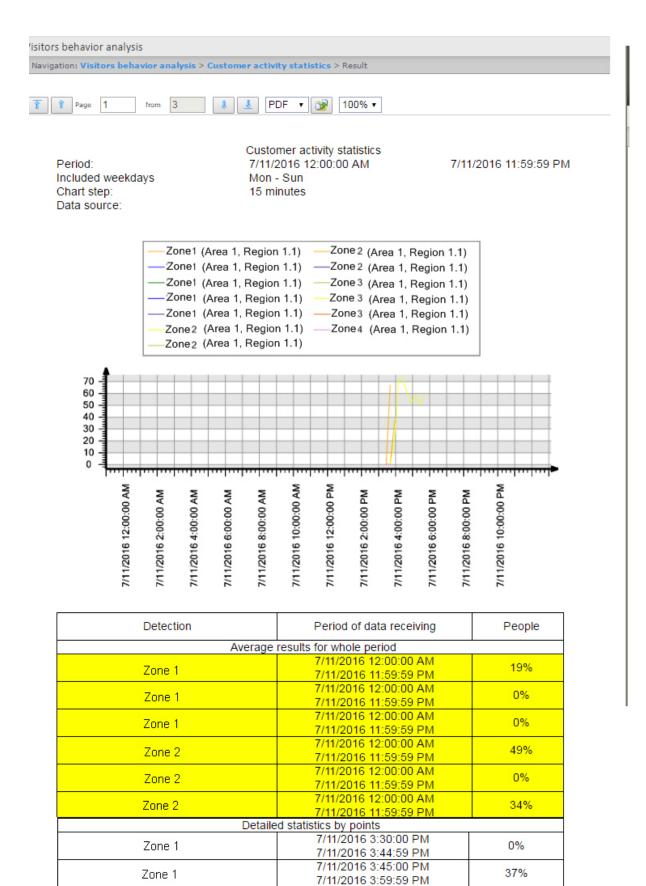
- 1. From the **Included week days:** drop-down list select days when most customers work (or conversely, not work) to consider in statistics (2).
- 2. From the Chart step: drop-down list select the time interval in which data will be averaged (3).

#### Note.

If receiving data period and specified included week days are not crossed the empty report will be created and message with proposal to change the **Included week days** parameter or specify another **Receiving data period** parameter.

- 3. In the **Detectors:** field set checkboxes in those zones information on which should be displayed in the report (4).
- 4. Set the **Show in one axis:** checkbox to display data from different areas in one chart (5).
- 5. To create a report click **Execute** (6).

As a result a **Customer activity statistics** report with specified parameters is displayed. The report displays average results for whole period and detailed statistics for each time interval.



7/11/2016 3:30:00 PM

7/11/2016 3:44:59 PM 7/11/2016 3:15:00 PM

7/11/2016 3:29:59 PM 7/11/2016 3:30:00 PM

7/11/2016 3:44:59 PM 7/11/2016 3:45:00 PM

7/11/2016 3:59:59 PM 7/11/2016 4:00:00 PM

7/11/2016 4:14:59 PM

0%

0%

0%

20%

72%

Zone 1

Zone 1

Zone 2

Zone 2

Zone 2

### Creating a Heat map report

To create the heat map report, do the following:

- 1. Select the **Heat map** type (see the Selecting a type of Visitors behavior analysis reports section).
- 2. As a result the dialog box for specifying the report parameters will be displayed.

Report System		
Visitors behavior a	nalysis People Counter detectors Queue Length detectors	
Navigation: Visitors behavior analysis > Heat map		
Heat map		
Parameter	Value	
Receiving data period:	User defined 2 🔽 from 08/01/2014 🔟 00:00 💠 to 08/31/2014 🔟 00:00 🔍1	
Included week days:	Mon - Sun 2	
Detectors:	Choose: All, None          - Ø Area 1         - Ø Region 1.1         Ø Zone 1	
Absolute scale:		
Execute 6		

Set the following report parameters:

- 1. Specify the period in the following way:
  - a. From the **Receiving data period:** drop-down list select the time period for which the report is to be created (1).
  - b. If the **User defined** period is selected, enter the date of start and end periods for which the report is to be

created in the **from** and **to** fields using the **Calendar** tool. Click the <sup>IIII</sup> button near the corresponding field to use the **Calendar** tool.

c. If the **User defined 2** period is selected, enter additionally the time of start and end periods for which the

report is to be created using the  $\textcircled{\label{eq:constraint}}$  button.

If another period type is selected, specifying the date of start and end periods is not needed.

2. From the **Included week days:** drop-down list select days when most customers work (or conversely. not work) to consider in statistics (2).

#### Note.

If receiving data period and specified included week days are not crossed the empty report will be created and message with proposal to change the **Included week days** parameter or specify another **Receiving data period** parameter.

- 3. In the **Detectors:** field set checkboxes in those zones information on which should be displayed in the report (**3**).
- 4. From the **Conversion function:** drop-down list select the function of converting initial data to relative values (4).

### Note.

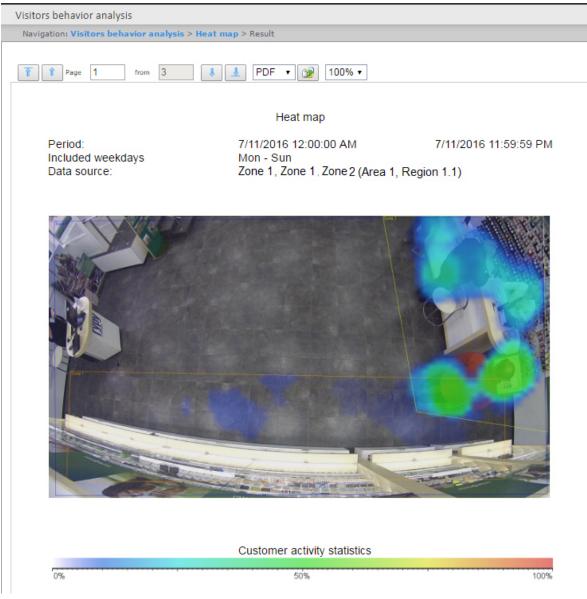
Different conversion functions are designed to pay special attention to various aspects of a store customers behavior statistics.

5. Set the **Absolute scale** checkbox if it's required to dispaly initial data without any changes (5).

# Note. The most toneless colour corresponds to the null customer activity and the red color corresponds to the 100% customer activity in a store zones. Often the customer activity is fluctuates, for example, in a range from 0% to 20% and for the best visual acceptability of statistics remove the Absolute scale checkbox, then each value of activity will be multiplied by 100 %\20%=5 (in case of linear conversion function is in use) and the activity statistics will be displayed by all range of colors.

6. To create a report click **Execute** (6).

As a result a Heat map report with specified parameters is displayed. Visitors activity in different points of observed area is highlighted in corresponding color.



### **Exporting of reports**

Intellect Web Report System allows exporting the created reports to computer in the following formats:

- PDF;
- RTF;
- HTML;
- Excel;
- CSV;
- Text.

From the dropdown list (1) select a format in which the report is exported and click the button (2).



# Conclusion

Please send your comments or requests concerning this Guide to the AxxonSoft Training and documentation development division at documentation@itv.ru.

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