
Maestro Attendance Reporting

Attendance Reporting for Maestro
Network and Standalone Systems

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During normal operation Maestro systems collect data that can be later analyzed for the purpose of determining attendance as well as the amount of time present for a given period of time. The Maestro Attendance Reporting software, is a fully integrated companion program for use with both the Maestro Multi-User or Single-User Access Control Systems. The Attendance Reporting package produces reports based on 'Access Granted' records stored in the audit trails.

Zones which identify entry and exit points to a premises or facility area in conjunction with a operator specified date and time generate reports or importable files for use with other software.

This document examines the Attendance Reporting software from both an operational and functional point of view.

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Overview

The Attendance Reporting software is organized into three main sections as shown below.

Maestro Attendance Reporting

Report Start Date

January, 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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
1	2	3	4	5	6	7

Report End Date

January, 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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
1	2	3	4	5	6	7

Zones

Single

Edit New Delete

Report Properties

Report Name

Include User Field: None

Summarize by Day:

Summarize by Period:

Ignore Exceptions:

CSV Output Format:

Run Exit

Information entered in the *Dates* section determines interval of time a generated report should span when it is generated. The *Zones* section provides controls for the selection and management of the user defined attendance areas or zones. The *Report Properties* section specifies the output report file name as well as options for the format of the information it contains.

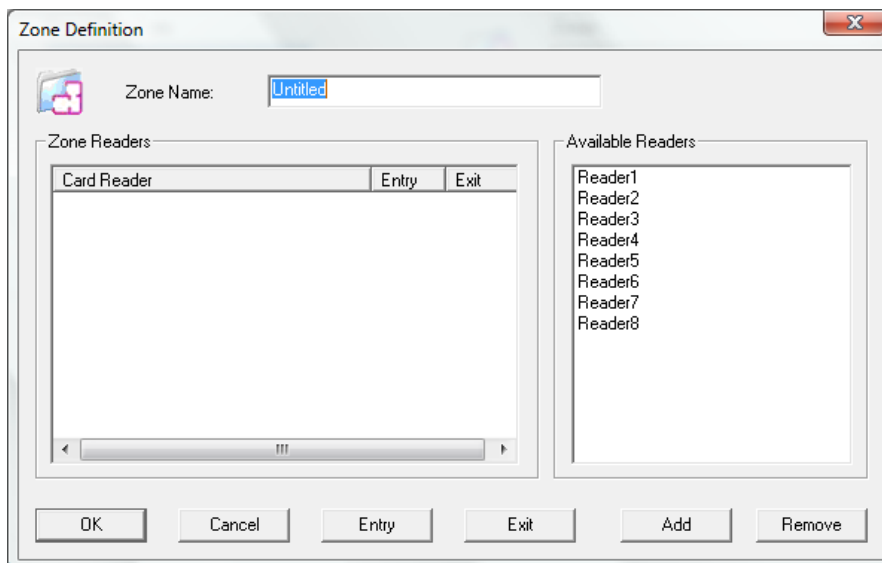
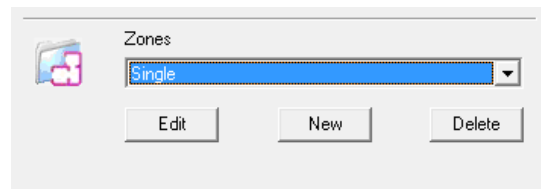
3 Software Setup

Before any useful reports can be produced by the Attendance Reporting software, a few pieces of information must be configured. Most important of these are the attendance zones.

Attendance Zones

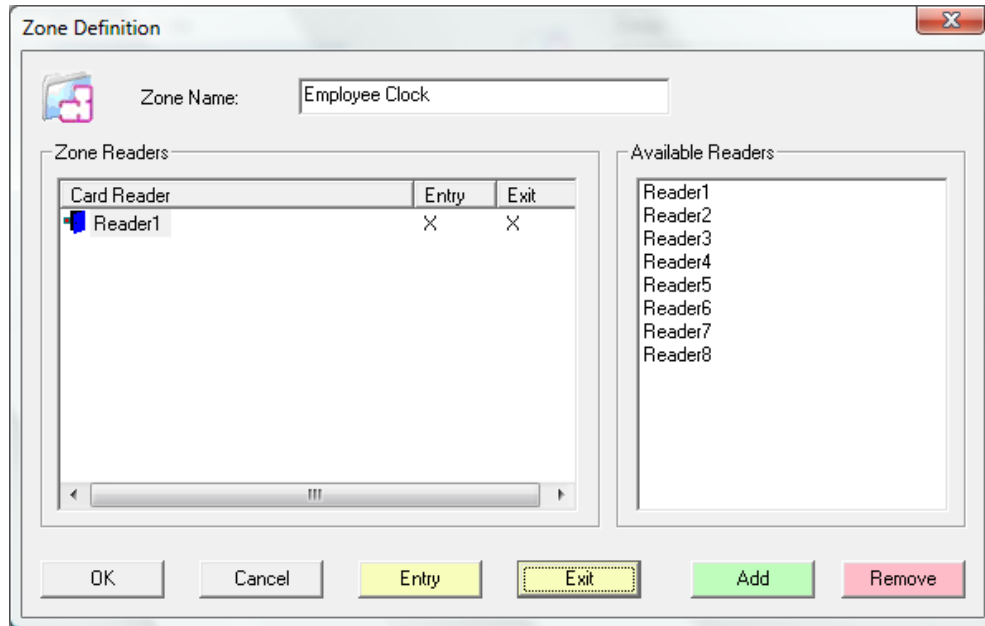
Zones are one or more card readers which define entry and/or exit to an area which will be analyzed when calculating attendance and associated time.

The Zone section provides the Edit, New, and Delete buttons for managing the attendance zones that have been or are to be defined. The New button opens the Zone definition dialog where entry and exit readers are defined.



The *Zone Name* entry is for entering a unique name for the attendance zone. This name will be displayed in the main window's zone selection box. Zone definition is accomplished by selecting readers from the

Available Readers list and using the *Add* button to copy them to the *Zone Readers* list.



To remove a reader from the Zone Readers list, select it and use the Delete button.

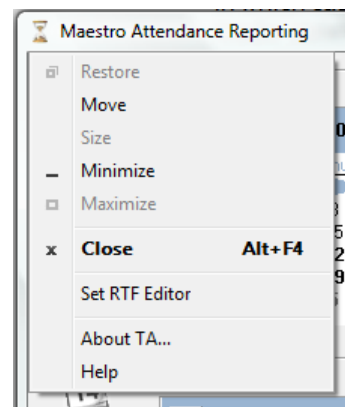
The *Entry* and *Exit* buttons toggle the Entry and Exit status for the selected reader. An attendance zone can consist of a single reader only, in which case it may be assigned both the Entry and Exit status. Multi reader zones cannot have this dual status.

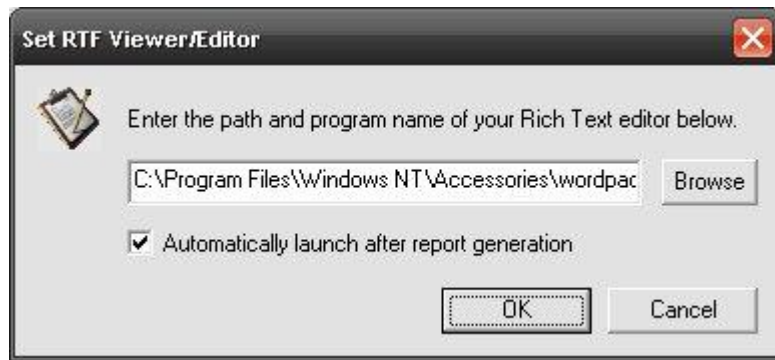
Report Viewer

After successful completion of an attendance report, the software can automatically launch the viewing application of your choice. Any editor such as Wordpad.exe or Microsoft's Word can be used by selecting the executable file from the system menus Set Rtf Editor menu item

The Wordpad software is typically present on all Microsoft Windows based systems and can be located in the following folder.

C:\Program Files\Windows NT\Accessories





Use the dialog Browse button to browse to and select wordpad.exe. Remember to select the “Automatically launch after report generation option” to have the reports immediately displayed after they have been created.

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Creating Reports

The Maestro Attendance Reporting software supports several options when generating a report. The *Report Name* entry specifies the name of the generated output report file.

The Include User Field drop list allows the inclusion of one of the ten user fields in the report. The *Summarize by Day* option is the default and produces a daily record of hours spent within the zone over the selected date range as shown in the example below.

Attendance Report for August 30, 2004 to September 3, 2004

Name	Date	In	Out	Hours	Exception
Abe	Aug 31, 2004	10:04	13:01	02:57	
	Aug 31, 2004	13:51	17:49	03:58	
	Aug 31, 2004	18:24	23:14	04:50	
	Sep 1, 2004	10:12	12:49	02:37	
	Sep 1, 2004	17:44	19:12	01:28	
	Sep 2, 2004	10:02	12:17	02:15	
	Sep 2, 2004	17:42	18:51	01:09	
	Sep 2, 2004	21:52	*****		No ClockOut
Ben	Aug 31, 2004	10:25	14:10	03:45	
	Aug 31, 2004	14:21	19:12	04:51	
	Sep 1, 2004	10:11	14:12	04:01	
	Sep 1, 2004	14:23	18:32	04:09	
	Sep 1, 2004	20:32	22:52	02:20	
	Sep 2, 2004	10:20	14:27	04:07	
	Sep 2, 2004	14:43	19:31	04:48	
	Sep 2, 2004	19:31	22:41	03:10	
Dwayne	Aug 31, 2004	10:16	13:05	02:49	
	Aug 31, 2004	13:15	18:13	04:58	
	Sep 1, 2004	10:00	12:14	02:14	
	Sep 1, 2004	13:26	17:04	03:38	
	Sep 2, 2004	09:51	12:17	02:26	
	Sep 2, 2004	13:13	14:58	01:45	
	Sep 2, 2004	15:29	18:13	02:44	
	Sep 3, 2004	13:28	21:22	07:54	

The *Summarize by Period* option produces a single total for each user of the hours spent within the zone as displayed below.

Attendance Report for August 30, 2004 to September 3, 2004		
Name	Hours	Exception
Abe	19:14	Yes
Ben	31:11	
Dwayne	28:28	

Selecting both *Summarize by Day* and *Summarize by Period* generates a combo report including both the daily detail information in addition to final totals for report date range.

Attendance Report for August 30, 2004 to September 3, 2004						
Name	Date	In	Out	Hours	Exception	
Abe	Aug 31,2004	10:04	13:01	02:57		
	Aug 31,2004	13:51	17:49	03:58		
	Aug 31,2004	18:24	23:14	04:50		
	Sep 1,2004	10:12	12:49	02:37		
	Sep 1,2004	17:44	19:12	01:28		
	Sep 2,2004	10:02	12:17	02:15		
	Sep 2,2004	17:42	18:51	01:09		
	Sep 2,2004	21:52	*****		No ClockOut	
Ben	Aug 31,2004	10:25	14:10	03:45		
	Aug 31,2004	14:21	19:12	04:51		
	Sep 1,2004	10:11	14:12	04:01		
	Sep 1,2004	14:23	18:32	04:09		
	Sep 1,2004	20:32	22:52	02:20		
	Sep 2,2004	10:20	14:27	04:07		
	Sep 2,2004	14:43	19:31	04:48		
	Sep 2,2004	19:31	22:41	03:10		
	Total Hours:			31:11		
	Dwayne	Aug 31,2004	10:16	13:05	02:49	
Aug 31,2004		13:15	18:13	04:58		
Sep 1,2004		10:00	12:14	02:14		
Sep 1,2004		13:26	17:04	03:38		
Sep 2,2004		09:51	12:17	02:26		
Sep 2,2004		13:13	14:58	01:45		
Sep 2,2004		15:29	18:13	02:44		
Sep 3,2004		13:28	21:22	07:54		
Total Hours:				28:28		

The *Ignore Exceptions* option is used with the combo *Summarize by Day and Period* report. This option instructs the software to calculate the *Total Hours* figure regardless of whether a clock-out exception occurred.

Normally a total is not calculated in this case as one or more of the entries in the Hours column is missing.

Attendance Report for August 30, 2004 to September 3, 2004					
Name	Date	In	Out	Hours	Exception
Abe	Aug 31,2004	10:04	13:01	02:57	
	Aug 31,2004	13:51	17:49	03:58	
	Aug 31,2004	18:24	23:14	04:50	
	Sep 1,2004	10:12	12:49	02:37	
	Sep 1,2004	17:44	19:12	01:28	
	Sep 2,2004	10:02	12:17	02:15	
	Sep 2,2004	17:42	18:51	01:09	
	Sep 2,2004	21:52	*****		No ClockOut
	Total Hours:			19:14	
	Ben	Aug 31,2004	10:25	14:10	03:45
Aug 31,2004		14:21	19:12	04:51	
Sep 1,2004		10:11	14:12	04:01	
Sep 1,2004		14:23	18:32	04:09	
Sep 1,2004		20:32	22:52	02:20	
Sep 2,2004		10:20	14:27	04:07	
Sep 2,2004		14:43	19:31	04:48	
Sep 2,2004		19:31	22:41	03:10	
Total Hours:				31:11	
Dwayne	Aug 31,2004	10:16	13:05	02:49	
	Aug 31,2004	13:15	18:13	04:58	
	Sep 1,2004	10:00	12:14	02:14	
	Sep 1,2004	13:26	17:04	03:38	
	Sep 2,2004	09:51	12:17	02:26	
	Sep 2,2004	13:13	14:58	01:45	
	Sep 2,2004	15:29	18:13	02:44	
	Sep 3,2004	13:28	21:22	07:54	
	Total Hours:			28:28	

The CSV Output Format generates reports as discussed above, but outputs the file in a standard comma delimited format suitable for use with spreadsheet software such as Microsoft Excel.

The CSV format is often useful when additional data manipulation is desired.

The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Comma.csv'. The spreadsheet contains a table with three columns labeled A, B, and C. The data is as follows:

	A	B	C
1	Abe	19:14	Yes
2	Ben	31:11:00	
3	Dwayne	28:28:00	
4	Eric Cheng	18:04	
5	John Kim	30:22:00	
6	John Macpherson	20:32	
7	Johnathan Hedge	27:55:00	
8	Judy	37:27:00	
9	K-Rock	30:34:00	
10	Leigh	26:48:00	
11	Lui	22:37	
12	LukeShelswell	19:24	
13	Mark H.	0:00	
14	Matt W.	0:00	
15	Matthew	27:00:00	
16	Micheal	40:06:00	
17	Mike M	21:49	
18	Paul Macpherson	31:30:00	
19	Peter Marshall	23:35	
20	Peter P.	11:15	
21	Pum	12:55	
22	Regenald Woods	29:41:00	
23	Remi	14:55	
24	Rob Mobbs	33:40:00	
25	Rob Nelson	22:14	
26	Robin Holmes	11:15	
27	Scott	18:29	
28	Stephane	17:34	
29	Stephen C	22:32	
30	Stephen Orr	9:23	Yes
31	Steve D	44:56:00	
32	Terry	19:28	
33			