

# PSD Fast Reports Special Door Statistics Reporting

## Initial Configuration

1. Click on the "System" tab and select "AcceptNet".
2. Click on the "Database" tab and click "Test Connection". If not OK, click "Set Defaults". Set defaults assumes PSD Fast Reports has been installed on the same PC as the AcceptNet Server.
3. Click on the "References" tab click the "Retrieve Door References" and "Retrieve Field Mapping References" buttons.
4. In the table containing the IN\OUT doors, check the IN or OUT checkbox for each door that is to be included in the Door Statistics report. This can be altered later, if required.

## Procedure

1. In Step 1, select the date range for the report.
2. Check "Daily Time Range" and set the From & To Times if the processing is only for a particular time range.
3. Check the "Special Door Statistics" option in Step 3.
4. Click the "Start" button in Step 4.
5. When the processing is finished, click the "Reports" button in Step 5.
6. Open the "AcceptNet Review Reports" folder and then right mouse click on the "Door Statistics Report" file and select "Print Preview". The report will be displayed.

## **Description of Report Contents**

### **Week**

The weeks are tabulated as 7 day periods commencing with the first day of the month, ie; week 1 is the first seven days of the month, week 2 is the next seven days and so on. If the report is run for a longer period e.g. a quarter or a six-monthly period this still applies. The last week listed thus may not have seven full days included in the report.

### **Av. (Average)**

This is the average time between uses of the reader during that week. The average is calculated as follows:

Average per day = (time of last touch – time of first touch) / total number of touches

Average per week = SUM(average per day) / number of days

Using this method of calculating the average means that there is no necessity to record the centre opening and closing times, as for each reader the average is calculated based on the difference between the first read and the last read each day.

### **Long**

This is the longest period between reads at the reader during the appropriate week.

### **Short**

This is the shortest period between reads at the reader during the appropriate week.

### **Av. Start**

This is the average of the start time (i.e. first read time) at the reader during the appropriate week.

### **Ave. End**

This is the average of the end time (i.e. last read time) at the reader during the appropriate week.

Note: Only the readers flagged as IN or OUT readers are included in the statistical report.