

# Booking Sequence Check

Use the menu item **Booking Sequence Check** to see whether persons have adhered to a predefined booking sequence from entry to clock-in and clock-out. If the check fails, a corresponding status message is displayed in the result of the report.

The screenshot shows the 'Auswertung über Buchungssequenzprüfung' (Evaluation of Booking Sequence Check) web application. The interface includes a top navigation bar with a search bar and a left sidebar with various icons. The main content area is divided into several sections:

- Configuration:** Includes buttons for 'Konfiguration speichern', 'Konfiguration löschen', 'Auswahl zurücksetzen', and tabs for 'Heute', 'Gestern', 'Letzte Woche', and 'Ausführen'.
- Filters:** Includes date ranges (Von: 27.02.2025 11:54:47, Bis: 06.03.2025 11:54:47), device types (Eingangs-Geräte: Webterminal, Ausgangs-Geräte: Webterminal), and a duration filter (Zeitraum (Minuten): 600).
- Kriterien (Criteria):** A section for defining criteria, including a list of criteria (Mandant, Gültig von, Gültig bis, timeid, version, BDE Gruppe, Zutrittsgruppe, Kostenstelle, Titel, Bild, Resturlaub, Fremdfirma, prohibition, Mail, Nummernschild, Telefon, Mobil) and a list of selected criteria (Ausgewählt: Ausweisnummer, Personalnummer, Vorname, Nachname).
- Table:** A table displaying the results of the booking sequence check. The table has columns for Ausweisnummer, Personalnummer, Vorname, Nachname, Datum, Zugang, Kommen, Gehen, Kommen, Gehen, Abgang, Status, ZA-Dauer, and ZE-Dauer.

Ausweisnummer	Personalnummer	Vorname	Nachname	Datum	Zugang	Kommen	Gehen	Kommen	Gehen	Abgang	Status	ZA-Dauer	ZE-Dauer
117	R2021	Test	17	28.02.2025		10:59:56	10:59:57	15:24:01			Zugang/Abgang fehlt;Gehen fehlt		
105	R2009	Test	5	03.03.2025	10:00:05	11:00:05	11:04:05			11:05:05		01:05:00	00:00:01
107	R2011	Test	7	03.03.2025			10:59:58	14:31:32			Zugang/Abgang fehlt;Kommen/Gehen fehlt		
105	R2009	Test	5	03.03.2025			11:06:05				Zugang/Abgang fehlt;Kommen fehlt		
116	R2020	Test	16	05.03.2025						14:31:46	Zugang fehlt;Kommen/Gehen fehlt		
105	R2009	Test	5	05.03.2025	14:31:44						Abgang fehlt;Kommen/Gehen fehlt		
119	R2023	Test	19	05.03.2025			14:31:34				Zugang/Abgang fehlt;Kommen fehlt		

## Creating the report

- Specify the time period for which you want to generate the report (*From - To*). Or press *Today*, *Yesterday* or *Last week* to quickly generate a report for the corresponding period.

- To evaluate entry bookings: Select *Entrance Devices* in conjunction with *Entrance event types*.
- To evaluate exit bookings: Select *Exit Devices* in conjunction with *Exit event types*.
- Specify a *Period (minutes)* to evaluate related bookings.
- (Optional) Use the additional fields to narrow the report.
- Press *Run* to start the report.

In this report, use criteria and values to define the group of persons to be evaluated and select the data fields to be displayed from a list. To do so, follow these steps:

1. Press *Add criteria*.
2. Select the required criterion from the list field.
3. Press *Add value*.
4. In the field *From*, select a single value or use both fields to specify a range. You can also specify multiple values for the same criterion (*Add value*).
5. (Optional) Add another criterion with value(s).
6. Drag the data fields (columns) you want to display from the list *Available* to the list *Selected*. Or use the arrow buttons.
7. Press *Run* to start the report.

### Logic of criteria and values

- The values within the same criterion are linked logically by OR (one match is sufficient).
- Different criteria are linked logically by AND (all criteria must be met).

## Further options with the report

- **Search in columns:** Enter text or numbers in the search field (magnifying glass icon) of a column to search for names, personnel numbers, or other criteria. The entries take effect immediately: the list only displays hits.
- **Export the entire list:** Press the download icon. Select the format in which you want to export the list. The export files are downloaded or displayed depending on the browser/operating system settings. For details on the available export formats, see the [General > Export Formats](#) chapter of this manual.
- **Save report:** For details on saving reports, see the chapter [General > Custom Reports](#).

## Button *Reset Selection*

Press *Reset Selection* to reset all fields to their initial value.

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Revision #2

Created 24 March 2025 14:21:19 by Jochen Dornheim

Updated 24 March 2025 14:23:44 by Jochen Dornheim