

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 'Booking Sequence Check' web application interface. The browser address bar indicates the URL is 192.168.120.134:8089/janiweb/outtest.risc. The page title is 'Booking Sequence Check'. The interface includes a navigation sidebar on the left with icons for home, mail, calendar, and settings. The main content area features a search bar with the user 'admin01' and a profile icon. Below the search bar are buttons for 'Edit Query Configuration', 'Delete Query Configuration', 'Reset Search', and filters for 'Today', 'Yesterday', and 'Last week', along with a 'Run' button. The search criteria are set to 'From 10/01/2025 11:29:40' to 'To 10/08/2025 11:29:40', 'Entrance Devices: Webterminal', 'Entrance event types: access', 'Exit Devices: Webterminal', 'Exit event types: access out;access out', and 'Time window (minutes): 900'. The 'Criteria Values' section shows 'Personnel Number' as the selected criteria. The 'SELECTED' fields include Badge ID, Personell No., First Name, and Last Name. The 'AVAILABLE' fields include Administration Unit, Client, Valid from, Valid to, PDC Group, Access group, and Picture. A table displays the results of the check:

Badge ID	Personell No	First Name	Last Name	Date	Entrance	Clock in	Clock out	Exit	Status	ZA-Duration	ZE-Duration
1	1	Test	1	10/07/2025	09:55:55	09:55:57	09:56:03	09:56:05		00:00:10	00:00:06
1	1	Test	1	10/07/2025		09:47:31			Entrance/Exit missing,Clock out missing		
1	1	Test	1	10/08/2025	10:29:25	10:30:02	10:31:02	10:31:08		00:01:43	00:01:00

At the bottom, it indicates 'Number of records: 3' and shows the browser tabs 'Launchpad' and 'Booking Sequence Check'.

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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