

# Unused Badges

Use the menu item *Unused Badges* to determine which persons have not used their badge during a specific period.

Badge ID	Personell No.	First Name	Last Name
6	A1024	Sandra	Haag
5568	A1035	Ulf	Möllenhof
5628	A1105	Kevin	Henrichs
5629	A1106	Leyla	Blumrich
5631	A1108	Sebastian	Myer
5630	A1107	Vincent	Kellerer
5710	A1187	Udo	Hamp
5709	A1186	Wilhelm	Freudensicht
5708	A1185	Alexander	Wahren
5707	A1184	Tom	Langkamp

## Creating 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. Specify the time period you want to check for unused badges (*From - To*).
2. Press *Add criteria*.
3. Select the required criterion from the list field.
4. Press *Add value*.
5. In the *From* field, select a single value or use both fields to specify a range. You can also specify multiple values for the same criterion (*Add value*).
6. (Optional) Add another criterion with value(s).
7. Drag the data fields (columns) you want to display from the list *Available* to the list *Selected*. Or use the arrow buttons.
8. 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.

---

Revision #4

Created 2024-11-27 09:59:13 UTC by DRAKOS

Updated 2025-10-06 13:14:59 UTC by DRAKOS