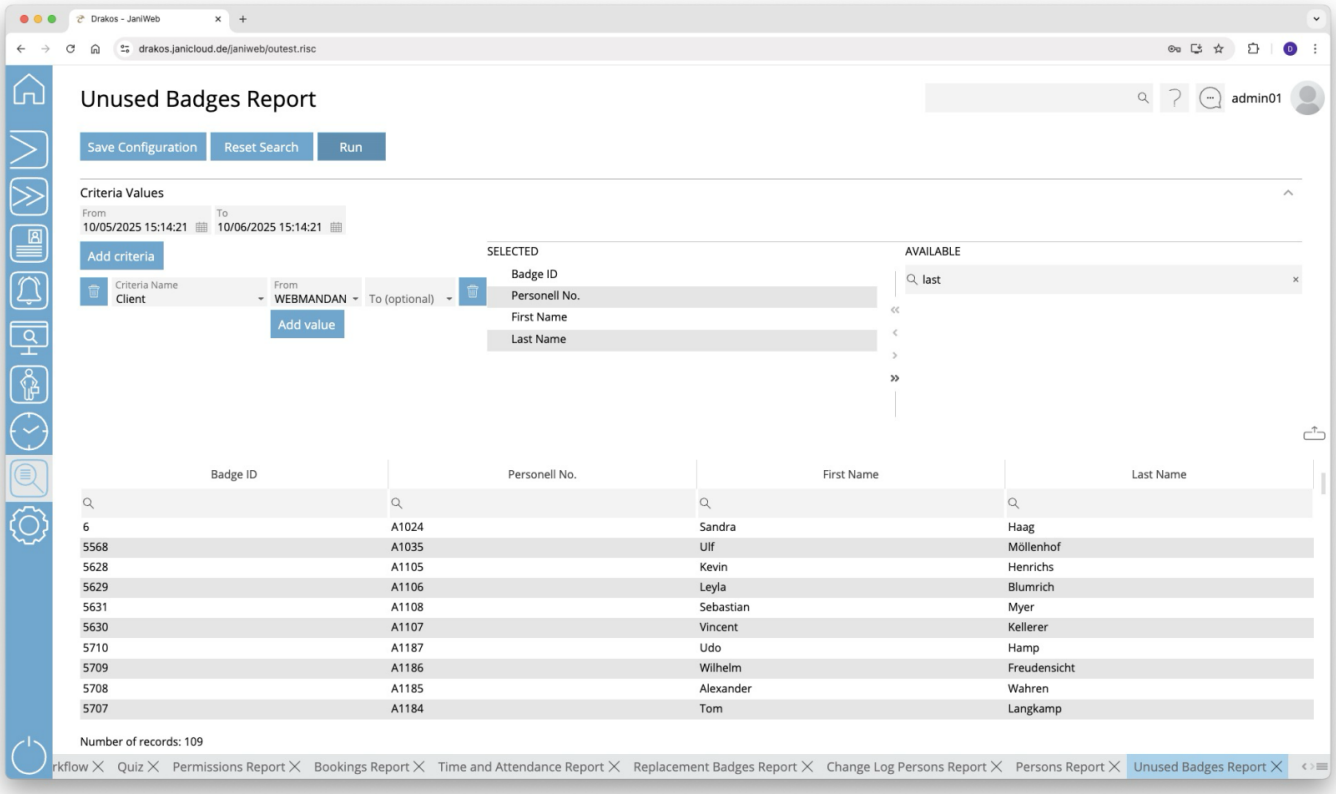
Unused Badges

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



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.

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