

Visits

Use the menu item *Visits* to find out which employees have received which visitors and when.

The screenshot displays the 'Auswertung über Besuche' (Visits Evaluation) report in the Drakos system. The interface includes a sidebar with navigation options and a main table of visitor data. The table is filtered for the period from 01.06.2024 to 28.11.2024. The table columns include: Name Besuch, Personalnum, Besucher Aus, Name Besuch, Personalnum, Firma, Standort, Besuchsgrund, Erste Buchung, Ankunftszeit, Abreisezeit, Kennzeichen, Parkausweis, Chipnummer, Uhrzeit Start, and Uhrzeit Ende. The table lists various visitors and their corresponding data, including names, personal numbers, companies, locations, visit dates, and times.

Name Besuch	Personalnum	Besucher Aus	Name Besuch	Personalnum	Firma	Standort	Besuchsgrund	Erste Buchung	Ankunftszeit	Abreisezeit	Kennzeichen	Parkausweis	Chipnummer	Uhrzeit Start	Uhrzeit Ende
Colla Demme	B0005		Andreas Cla...	A1162										08:00:00	16:00:00
Maximilian ...	B9014		Anja Demling	A1173	Musterman...	Drakos New...			19.11.2024 ...						
Darius Test	B9002		Brad Cold	A1150	Drakos Gmbh									12:53:52	18:54:04
Weißmeyer ...	B9013		Martin Kohl	A1154	FC Bayern ...	Drakos New...									
Alexander R...	B8002		Caro Lenker...	A1130	OSC BX	Drakos New...								13:00:00	17:00:00
dfgdfg dfgdfg	B9012					Drakos New...									
Mosca Test	B9011					Drakos New...									
Bbhij Fgu	B9010					Drakos New...									
Drgui Ddgh	B9009					Drakos New...									
Test Test	B9008					Drakos New...									
Maximilian ...	B9007		Brad Cold	A1150	OSC BX	Drakos New...									
Maximilian ...	B9005					OSC BX	Test		18.10.2024 ...	18.10.2024 ...	HL-BX-66	1		10:58:01	11:58:07
Jonathan W...	B9006		Alexander D...	A1164		Drakos New...									
Maximilian ...	B9005					OSC BX	Drakos New...								
Robert Sögt...	B7004		Andre Mayer	A1151	Drakos Gmbh	Drakos New...								15:00:00	18:00:00
Alexander R...	B8002		Anja Demling	A1173	OSC BX				24.09.2024 ...					10:34:20	10:39:31
Justus Lohner	B8018		Anke Metz...	A1179	Magnus AG				26.08.2024 ...	26.08.2024 ...				15:00:00	16:00:00
Darius Dietr...	B7005		Robert Sögt...	A3001	Drakos Gmbh	München			26.08.2024 ...	26.08.2024 ...				15:00:00	16:00:00
Schilling Peter	B9004					Drakos New...									
Justus Lohner	B8018		Anke Metz...	A1179	Magnus AG	München	Kaffee trinken		10.07.2024 ...					15:00:00	16:00:00
Robert Sögt...	B7004		Alexander D...	A1164	Drakos Gmbh	München	Vertriebsge...							15:00:00	16:00:00
TestXML Da...	B9003		Darius Dietr...	A3003		Drakos New...									
Darius Test	B9002		Andreas Uhl...	A1125	Drakos Gmbh	Drakos New...									
iPad Darius	B9001		Andreas Uhl...	A1125	Drakos Gmbh	Drakos New...			25.06.2024 ...						
Sven-Erik N...	B8005		Andreas Uhl...	A1125		Drakos New...									
Test Test	B8004		Anja Demling	A1173	Drakos Gmbh	Drakos New...									
Darius Dietr...	B4020		Alexander ...	A1185										15:00:00	16:00:00
Frauke Dyliss	B0011				Musterman...									15:00:00	16:00:00
Darius Dietr...	B7015	9053	Andreas Cla...	A1162					06.06.2024 ...	06.06.2024 ...				15:00:00	16:00:00
Robert Sögt...	B7004		Caro Lenker...	A1130	Drakos Gmbh									15:00:00	16:00:00
Colla Demme	B0005		Alexander D...	A1164			Kaffee trinken			06.06.2024 ...				15:00:00	16:00:00
Colla Demme	B0005	9045	Alexander D...	A1164			Kaffee trinken		06.06.2024 ...	06.06.2024 ...				15:00:00	16:00:00

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.
- (Optional) Use the additional fields to narrow the report.
- Press *Run* to start the report.

Further options with the report

- **Select columns to display:** Press the gear icon. Select which columns you want to display and in which order. Arrange the columns using the mouse or the arrow icons. Press *Apply* to adopt the changes.
- **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 #2

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Updated 28 April 2025 06:58:06 by Jochen Dornheim