

# Zone Lists

Use the menu item *Zone Lists* to generate a zone list for a specific point in the past. This allows you to see which persons were present in a zone at a particular time.

The screenshot displays the 'Zone Lists' report in a web application. The interface includes a sidebar with navigation options, a main content area with search filters, and a table of results.

**Search Filters:**

- From: 04/01/2025
- To: 04/10/2025
- Time: 10:51:39
- Zones: Test

**Table of Results:**

| Badge Number | Personnel Number | First Name | Last Name | Client     | Edit Name |
|--------------|------------------|------------|-----------|------------|-----------|
| 117          | R2021            | Test       | 17        | WEBMANDANT | Test 17   |
| 107          | R2011            | Test       | 7         | WEBMANDANT | Test 7    |
| 119          | R2023            | Test       | 19        | WEBMANDANT | Test 19   |

**Footer:** Number of records: 3. Date: 10.04.2025 10:52:00.

## Creating the report

- Enter the period for which you want to generate the report using the *From* and *To* fields.
- Then, specify the time in the *Time* field for which you want to generate the report.
- Select the zone for which you want to generate the report.

- Click *Run* to start the report generation.
- Below the report results, a tab is displayed for each day within the selected period. Each tab shows the status of the zone for the corresponding date.

## 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](#).

Would you like to automatically receive regular updates about which individuals are present in a specific zone? Then you can use the *Periodic Sending* feature. You can find instructions on how to set it up here: [General > Custom Reports](#).

## Button *Reset Selection*

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

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