

# ATLAS Web Reports

Note: To use the ATLAS web application, you must use Microsoft Internet Explorer

To View reports click on the Reports Tab

The screenshot shows the ATLAS web application interface. At the top left is the ATLAS logo, and at the top right is the KABA logo. The page title is "Reports - Access Point List". Below the title is a navigation bar with the following tabs: Guest, Staff, Admin, Reports (highlighted in yellow), Options, Logout, and Help. The main content area contains two dropdown menus and a button. The first dropdown menu is labeled "Select a Report." and has a list of options: Access Point List (selected), Access Point to Visit List, Employee List, Lock Audits, Operator List, and System Activities. The second dropdown menu is labeled "By Access Point" and has the option "All Access Point Types". Below these dropdowns is a "Preview" button.

Select the Type of report

Then Select the information you are looking for and click on Preview

Back Export

**KABA**

Access Point List

Wednesday, March 16, 2011  
4:33 PM

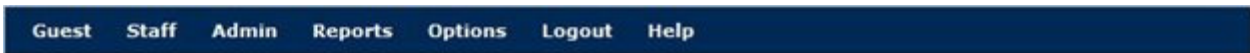
Parameters selected for this report:  
Access Point Type: <All>

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Access Point Name	Access Point Type	Area	Floor	Group	Section	Zone
g21	Guest Room		Floor 2			
g23	Guest Room		Floor 2			
g24	Guest Room		Floor 2			
g25	Guest Room		Floor 2			
g33	Guest Room		Floor 3			
g34	Guest Room		Floor 3			
g31	Guest Room		Floor 3			
g32	Guest Room		Floor 3			
g41	Guest Room		Floor 4			
m11	Meeting Room		Floor 1			
m12	Meeting Room		Floor 1			
m13	Meeting Room		Floor 1			

Click on the arrows on the top right to switch between pages of the report.

You can also Export the report by clicking on export and saving as a file in different formats.



Choose the export file format.  
Enter the export file name or keep the default.

Acrobat READER

Acrobat READER  
Microsoft EXCEL  
Microsoft WORD  
Rich Text Format  
Web Page

Create Export File

Return to previous page

Select the format

Give the report a name

Click on Create Export File and save it.

You can now e-mail, print, and attach the report to other documents.