C•CURE 9000

CANNED REPORTS, QUERIES, AND DYNAMIC VIEWS

INSTRUCTIONS AND USE

HOW TO GUIDE

REVISION B0
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Canned Reports, Queries, and Dynamic Views

Canned Reports, Queries, and Dynamic Views are available with C•CURE 9000 at version 1.91. The sample templates can be imported using the C•CURE 9000 import facility. They are described in this document along with several techniques for designing, implementing and running Queries.

Starting at version 1.92, the sample templates will be included with the released software.

There are sixteen canned reports shown in Figure 1-2, of the following types:

- Personnel Reports (4)
- Journal Reports (3)
- Clearance Reports (2)
- Door Report (1)
- Operator Report (1)
- Hardware Reports (5)

Many of the reports may provide what you need “out of the box”, while minor adjustments will allow you to customize them to fit your exact needs. Most of the report queries return all possibilities, but you can narrow the results when the Query is prompted. For example, the report that shows door accesses will show all access, by all personnel, at all doors, through the entire Journal. When the Query is prompted, you can input the following:

Figure 1-1: Query Prompts
## Canned Report Templates

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Name</th>
<th>Query Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearance</td>
<td>SWH01 - All Clearances Report</td>
<td>SWHrep01 - All Door and Elevator Clearances</td>
<td>List of all clearances including door, door group, elevator, and elevator group clearances. Report shows list of door/elevator names, and schedules assigned to each clearance. (swh-sample)</td>
</tr>
<tr>
<td>Door</td>
<td>SWH02 - All Doors Report</td>
<td>SWHrep02 - All Doors In System</td>
<td>List of all doors in the system, including aPc, ISC, and iSTAR doors. (swh-sample)</td>
</tr>
<tr>
<td>aPc Controller</td>
<td>SWH03 - aPc Report</td>
<td></td>
<td>List all aPc panels including their address, type, port, and status. (swh-sample)</td>
</tr>
<tr>
<td>Clearance</td>
<td>SWH04 - Clearance Audit Report</td>
<td>SWHrep04 - Audit Clearance Configuration within Date Range</td>
<td>Search and display clearance creations, modifications and deletions from the Audit log. (swh-sample)</td>
</tr>
<tr>
<td>Personnel</td>
<td>SWH05 - Door Access Flat Report (Admit or Reject)</td>
<td>SWHrep0505 - Cardholders admitted or rejected at a specified door in a date range</td>
<td>Lists all admittance and rejections at a specified door by a specific person. If run with defaults it lists all doors and all cardholders. This version produces a flat report. (swh-sample)</td>
</tr>
<tr>
<td>Personnel</td>
<td>SWH06 - Door Access Report (Admit or Reject)</td>
<td>SWHrep0506 - Cardholders admitted or rejected at a specified door in a date range</td>
<td>Lists all admittance and rejections at a specified door by a specific person. If run with defaults it lists all doors and all cardholders. This version produces a flat report. (swh-sample)</td>
</tr>
<tr>
<td>Journal</td>
<td>SWH07 - Door Forced Report</td>
<td>SWHrep0708 - Door State Changed</td>
<td>This report works with the 'Door State Changed' query to get a list of door forced journal entries. It hides records without the words 'door forced' so this report will only work with an English language journal. (swh-sample)</td>
</tr>
<tr>
<td>Journal</td>
<td>SWH08 - Door Held Report</td>
<td>SWHrep0708 - Door State Changed</td>
<td>This report works with the 'Door State Changed' query to get a list of door held journal entries. It hides records without the words 'door held' so this report will only work with an English language journal. (swh-sample)</td>
</tr>
<tr>
<td>Input</td>
<td>SWH09 - Input Status Report</td>
<td></td>
<td>Lists all inputs, their status, type and controller. (swh-sample)</td>
</tr>
<tr>
<td>ISC Controller</td>
<td>SWH10 - ISC Controller Report</td>
<td></td>
<td>Lists all ISC controllers, their IP address and Online Status. Also, lists boards mounted in the controller, their type and six number. (swh-sample)</td>
</tr>
<tr>
<td>iSTAR Controller</td>
<td>SWH11 - iSTAR Controller Report</td>
<td></td>
<td>Lists all iSTARS, including their status and MAC address. (swh-sample)</td>
</tr>
<tr>
<td>Operator</td>
<td>SWH12 - Operator Shift Activity Report</td>
<td>SWHrep12 - Operator Shift Activity within Date Range</td>
<td>Displays Operator logins and logouts during a specified period. (swh-sample)</td>
</tr>
<tr>
<td>Journal</td>
<td>SWH13 - Personnel Admitted at Doors Report</td>
<td>SWHrep13 - Personnel Admitted at Doors within Time Range</td>
<td>Lists all cardholders admitted at all doors. Change query to list a specific door or cardholder. (swh-sample)</td>
</tr>
<tr>
<td>Personnel</td>
<td>SWH14 - Personnel Credential Expired Report</td>
<td>SWHrep14 - Personnel Credential Expired within Date Range</td>
<td>Lists all the personnel that have expired or will expire in Date/Time range. (swh-sample)</td>
</tr>
<tr>
<td>Personnel</td>
<td>SWH15 - Personnel List Report</td>
<td></td>
<td>Lists all personnel with name, credential and images etc. (swh-sample)</td>
</tr>
<tr>
<td>Reader</td>
<td>SWH16 - Reader Status Report</td>
<td></td>
<td>Lists the readers in the system, including their state, controller and duration. (swh-sample)</td>
</tr>
</tbody>
</table>

*Figure 1-2: Canned Report Templates*

The reports are numbered from SWH01 to SWH16 and all have (swh-sample) in their description.

The Query Name column indicates the canned Query that is used with the report. Some reports do not have queries associated with them. The Queries used with Reports are named SWHrepxx.
SWH07 and SWH08 use special scripting in the report to display only Door Forced and Door Held situations from the historical Journal. They will only be valid with an English Journal.

Figure 1-3 shows all of the Queries that are associated with the Reports. They are numbered from SWHrep01 to SWHrep14. SWHrep0506 is used with Reports SWH05 and SWH06. There is a similar relationship with SWHrep0708 to Reports SWH07 and SWH08.

### Queries used with Canned Reports

<table>
<thead>
<tr>
<th>Name</th>
<th>Query Target Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWHrep01 - All Door and Elevator Clearances</td>
<td>Clearance</td>
<td>Query of door and elevator clearances. If a field contains &quot;IGNORED&quot;s, the query will match all values. Used with Report SWH01. (swh-sample)</td>
</tr>
<tr>
<td>SWHrep02 - All Doors In System</td>
<td>Door</td>
<td>Query doors whose names are in the list. Enter name in the value column. If a field contains &quot;IGNORED&quot;s, the query will match all values. Used with Report SWH02. (swh-sample)</td>
</tr>
<tr>
<td>SWHrep04 - Audit Clearance Configuration within Date Range</td>
<td>Clearance</td>
<td>Query for clearance configuration changes, including creation, modification and deletions. Used with Report SWH04. (swh-sample)</td>
</tr>
<tr>
<td>SWHrep505 - Contractors admitted or rejected at a specified door in a date range</td>
<td>Personnel</td>
<td>Who was admitted or rejected at a specified door in a certain date/time range. Fill in the Person Name, Door Name, Date Range or Start/End Time. If run with default, it returns all contractor admissions/rejections at all doors. Used with Reports SWH05 and SWH06. (swh-sample)</td>
</tr>
<tr>
<td>SWHrep0708 - Door State Changed</td>
<td>Journal</td>
<td>Query for Journal Door State changes within a date/time range. This query is used with Door Forced and Door Held Reports to get a list of Door Forced and Door Held records. Used with Reports SWH07 and SWH08. (swh-sample)</td>
</tr>
<tr>
<td>SWHrep12 - Operator Shift Activity within Date Range</td>
<td>Operator</td>
<td>Query for Operator login/logouts within a certain date range. Used with Report SWH12. (swh-sample)</td>
</tr>
<tr>
<td>SWHrep13 - Personnel Admitted at Doors in Time Range</td>
<td>Journal</td>
<td>Query to find out who has been admitted at a particular door during a certain period. Must be run using &quot;SWH - Personnel Admitted at Doors Report&quot;. Used with Report SWH13. (swh-sample)</td>
</tr>
<tr>
<td>SWHrep14 - Personnel Credential Expired within Date Range</td>
<td>Personnel</td>
<td>Query for personnel credentials that have expired or will expire within a certain date/time range. Used with Report SWH14. (swh-sample)</td>
</tr>
</tbody>
</table>

**Figure 1-3:** Queries used with Canned Reports

There are also some additional Queries that are included as general examples.

The following types of Queries are provided:

- **Personnel** (6)
- **Clearance** (1)
- **Credential** (1)
- **Dynamic View** (1)
- **Query** (1)
- **Report** (1)
Canned Reports, Queries, and Dynamic Views

The additional stand alone queries are numbered from SWH20 through SWH30 and are shown in Figure 1-4.

Other Queries

<table>
<thead>
<tr>
<th>Name</th>
<th>Query Target Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWH20 - All Door Clearance Query</td>
<td>Clearance</td>
<td>Query for clearance access to a certain door. Modify the query to select a door name.</td>
</tr>
<tr>
<td>SWH21 - Card Number Search Query</td>
<td>Personnel</td>
<td>Search for a certain card number or card numbers in a specific range.</td>
</tr>
<tr>
<td>SWH22 - Credential Expired within Time Range Query</td>
<td>Credential</td>
<td>Query for expired credentials within specific start and end dates. Modify the query to specify the activation and expiration dates or specify the preconfigured range like 'Today'.</td>
</tr>
<tr>
<td>SWH23 - Dynamic Views</td>
<td>Dynamic View</td>
<td>Query for Dynamic Views which the description contain value of &quot;swh-sample&quot;.</td>
</tr>
<tr>
<td>SWH24 - Personnel By Name and Clearance Query</td>
<td>Personnel</td>
<td>Query for personnel by name and clearance, who have been assigned access to a provided Clearance name. If the value contains (IGNORED), the query will match all values.</td>
</tr>
<tr>
<td>SWH25 - Personnel by Last Name Query</td>
<td>Personnel</td>
<td>Query for personnel by last names. Use the string &quot;*&quot; to search for last names started with &quot;S&quot;, for example. It is possible to put two or more values in the edit form.</td>
</tr>
<tr>
<td>SWH26 - Personnel Clearance Expired or Expires within Date/Time Range Query</td>
<td>Personnel</td>
<td>Lists the names and personnel whose clearance will expire in the next 30 days. You can modify the query by changing values, e.g. select the expiration date range and the Personnel types (like Contractor).</td>
</tr>
<tr>
<td>SWH27 - Personnel Test Query</td>
<td>Personnel</td>
<td>Query for personnel that have a Test4 value that is supplied.</td>
</tr>
<tr>
<td>SWH28 - Personnel with Recently Printed Badge Query</td>
<td>Personnel</td>
<td>Query for personnel who had badges printed within a particular time range.</td>
</tr>
<tr>
<td>SWH29 - Queries Description</td>
<td>Query</td>
<td>Find all Queries with &quot;swh-sample&quot; in their description field.</td>
</tr>
<tr>
<td>SWH30 - Reports Description Query</td>
<td>Report</td>
<td>Find all Reports with &quot;swh-sample&quot; in their description field.</td>
</tr>
</tbody>
</table>

Figure 1-4: Other Query Examples
There are two canned Custom Dynamic Views as shown in Figure 1-5.

### Custom Dynamic Views

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWHdv02 - All Doors - DView</td>
<td>Used with SW/Hrep02 All Door Query to find door names, partition, and the controllers they are part of, etc. (swh-sample)</td>
</tr>
<tr>
<td>SWHdv22 - Credential Expired DView</td>
<td>Used with SW/H22 Credential Expired Query to find credentials that will expire or become expired within a specific date range. The query results display the Personnel Name whose credentials will expire or become expired, the card number, and credential activation and expiration dates. (swh-sample)</td>
</tr>
</tbody>
</table>

Figure 1-5: Dynamic Views

The Custom Dynamic Views allow you to define which fields are displayed and customize the look by changing color, left-right justification, etc.

### How to View the Canned Objects

1. Select either Report, Query, or Dynamic View in the Data Views Pane
2. Click the Down Arrow in the New Box OR
3. Select the Template Box to be non-blank (i.e. show Template or show All)
4. Click the Green Search Arrow

Figure 1-6: How to View the Templates
Query Overview

The Query process is comprised of three phases:

- Design and implement the Query
- Fetch the data
- Display the data

Queries can be performed on the following Databases:

- Configuration (Personnel, Clearances, Credentials, Hardware, etc.)
- Audit Log (Who created, changed, or deleted what and when.)
- Journal Log (Historical record of actions and events.)

Query results can be displayed in various ways:

- Use the Query itself with the default Dynamic View (Right click to add or delete displayed fields)
- Create a new Dynamic View to customize the look of the display
- Create a Report to access other fields and to customize the look. Reports can also be scheduled, exported, printed and e-mailed. Reports can be exported as XLS, PDF, RDF, TXT, RDF, and MNTML files.
- It is also possible to export whatever is selected in a Data View or Query as a CSV file. The CSV file can then be imported into Excel as a form of a report.
Figure 1-7: Query - Report Overview

Figure 1-7 illustrates the various relationships between the objects.

1. Run a Query and customize the display using Filtering.
2. Use the Query in a Dynamic View (Standard or Customized)
3. Use the Query to define the content of a Report.
4. Export the Report to various formats.
5. Export the Query or Dynamic View to a CSV file.
6. Import the CSV file to Excel, or other software, and generate a report.
7. Queries are used in Advanced Green Arrow Searches in the Administration application.
8. Queries are used to return the data from the database that is to be exported using the Data Import/Export feature.
Query Overview

Query Definitions

- **Quick (Search) Query** - Default Query that runs when you click the Green arrow.
- **Advanced (Search) Query** - Run/edit an existing Query or create a new one. It can be named and saved in the DB.
- **Instant Query** - One time only and is not named or saved in the DB.
- **Recall Query** - Recall latest query and/or other queries with the same Target Type (for example, Personnel, Journal, Hardware). Recall query displays query parameters. The Query can be reused or “re-prompted”.

Ways to invoke a Query

You can invoke a query by:

- Clicking on a query object in the Query list.
- Clicking on a query object from a list of queries on the Advanced Search pane.
- Clicking on a Dynamic View object that has an attached query.
- Running a Report object that has an attached query.
- Running an Export object that has an attached query.
- Clicking on Journal tool.
- Clicking on Audit Log tool.
Figure 1-8 illustrates the Hierarchy, or order, of Operations when a Query is executed.

Queries consist of database objects separated by the Boolean operators AND and OR. AND is the logical product and OR is the logical sum. It is possible to use BLOCKs, which are equivalent to parentheses, in Query expressions. The Boolean hierarchy of operations is the same as regular algebra:

- Evaluate within the Block (parentheses) first.
- Work from left to right (i.e. top to bottom in the Query builder).
- Evaluate logical product (AND) before logical sum (OR).

**NOTE** Nesting of Blocks (i.e. One block within another block) is not supported.
Special Characters

Control 0 (CTRL zero)

There are special characters that are sometimes useful when dealing with Queries.

The CTRL 0 (zero) character is used to set a field back to <IGNORED>. Sometimes when executing a Query, you may enter a value into a field to filter the data further. If you want to return the field to <IGNORED>, which matches on all records in this field, use CTRL 0.

It is important to note that [Blank] or [Space] are considered to be legitimate characters. In other words, if you put a Space in a field, the Query is looking specifically for a Space. The <IGNORED> value indicates [NULL] which means that everything matches.

There is a similar relationship in numerical fields. Zero (0) is not the same as <IGNORED>.

Period Character (.) and F2

When searching the Audit or Journal databases it is sometimes useful to use searches that contain [.door] or [.input], etc.

That is because the general form of entries in the Audit and Journal is:


Figure 1-10 illustrates an Audit Query that finds the following:

Find all Doors that were created, deleted, or edited by operators Wood or Hasbrouck in the last twelve months.

The Reference Added or Reference Removed means any changes to the readers, inputs, or outputs that are components of the door.
Note: You can query on doors, inputs, outputs, etc., in the primary or secondary object type fields by preceding the name of the object with . (period). Press F2 to allow typing of special characters such as . (period) as shown in the example above.

The general form of the primary/secondary type fields is:


Figure 1-10: Use of F2

The .Door suffix could be changed to .Clearance or .Output, etc. to search for changes to those objects.

You will have to precede the period (.) with an F2 to enter it in the field.
C•CURE 9000 Query - Wildcard Characters

The C•CURE 9000 supports the use of SQL wild card characters in certain Query objects.

The wild card characters are % (per cent) and _ (underscore).

<table>
<thead>
<tr>
<th>Wildcard Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>% (Per Cent Symbol)</td>
<td>Matches any string of zero or more characters.</td>
</tr>
<tr>
<td>_ (Underscore)</td>
<td>Matches exactly one character.</td>
</tr>
</tbody>
</table>

### Using Wild Card Characters

**Examples:**

"B_ll" finds ball, bell, bill, and bull

"wh%" finds who, what, why, when, where, and whistle

"Jo%n" finds Jon, John, Johnson, Johnsen, Johnsson

"J%" finds all entries that start with J

"%n" finds all entries that end with n

"Jo%ss%n" finds Johnsson and Johansson. (Starts with Jo followed by ss followed by n.)

"Joh_ss_n" also finds Johnsson. (Joh followed by 1 char. followed by ss followed by 1 char. followed by n)

"Smith%B" finds all Smiths with a first name that starts with B

**NOTE** The wild cards cannot be used in Date fields or Numeric fields.

**NOTE** In some cases, you may have to precede the wild card characters with an F2 function key.

**NOTE** This document uses double quotes to indicate wild card characters and match strings. When entering wild cards and match strings, do not include the quote marks

### Using 9000 Query Filters

The 9000 Standard Query filters are:

- Equals
- Not Equals
- Contains
- Starts with
- Ends with
- > (Greater than)
- => (Equal to or greater than)
- < Less than
- <= (Equal to or less than)
- In List

The wild card characters are most useful in the In List, Contains, Starts with, and Ends with filters.

The In List Filter allows for multiple entries that are logically OR'ed together on one line of the Query.

In the In List filter,
- "A%" means starts with A
- "%Z" means ends with Z
- "B" means any string that contains B.

In List Examples:
"Jo%, Ko%, Lo%" finds all entries that start with Jo OR Ko OR Lo.
"%x, %y, %z" finds all entries that end in x OR y OR z.
"%smith%, %jones%, john%" finds all entries that contain smith OR jones OR john.

Contains Examples
If wild cards are used with the Contains filter they define the substring the filter is searching for, but do not act like Start with or End with filters
Example:
"nny%ami%ez" finds Manny Ramirez, Lanny Ramirez, and Manny Ramirez dodger
The wild cards are not useful with the Equals and Not Equals filters.
The wild cards have some limited use with the other filters.

Starts With Examples
When used with the Starts with filter:
"M_st" would return Mast, Must, Mist, Most, Mystery, etc.
"M%st" finds entries such as Mast, Must, Mist, Moist, Marist, Marxist, Mystery, etc.
"M%st%" finds entries such as Masterson, 'Mount St. Helen', etc.
"%M%st%" finds 'My Mystery'
Ends With Examples

When used with the Ends with filter:

"M_st "would return Mast, 'I Must', Mist, Most, etc.

"M%st" finds entries such as Mast, Must, Mist, Moist, Marist, Marxist, Mystery, etc.

"M%st%" finds entries such as 'Mr. Masterson', 'Mount St. Helen', etc

Note: The filters Contains, Ends with, Starts with and In List are not case sensitive.
Example: "M_st" would return Mast, must, mist.
Exporting to CSV files

As indicated in Figure 1-7 on page 1-7, it is possible to export data to CSV files from Dynamic Views and Queries. Many times this is a quick way to generate a report without designing and implementing actual report objects.

The technique requires the following steps:

1. Execute the Dynamic View or Query.
2. Right click the title bar to select the columns.
3. Use filtering to select the desired records.
4. Use Shift and/or Control to select the records to be exported. (Note - Control-A will select all)
5. Right click in the blue area and select Export selection.

6. The file will be stored in the Export directory, by default.
7. Select OK
8. The Export List will appear as shown in Figure 1-12.

![Figure 1-11: Sample Personnel Dynamic View](image)
9. Select OK

Figure 1-13 shows the resultant file in Notepad and Excel.

```
A   B               C      D             E      F
--- ------- ------- ------- ------- ------- -------
1     Name     Personnel Type  Number  Team  DOB       Logical
2  Smith, John  Office Temp  60      abcd    2/11/1970 FALSE
3      Lynd, Larry   Contractor 0       Montreal 2/11/1970 TRUE
4   Parcells, Bill  Office Temp  20      MA    2/11/1970 TRUE
5   Stewart, John   None       25      NY     2/11/1970 FALSE
6    Shaw, John   None           0       2/11/1970 FALSE
7  Stewart, Sharon  Office Temp  25      NY     1/1/1970  TRUE
8  Williams, Bill   Contractor 1331   Detroit  FALSE
9  Barthgate, Andy   Contractor 1332   Boston  TRUE
10 Blake, Toe   None       1332      Boston  TRUE
11  Walsh, Pierre   None       19      Chicago FALSE
12
```

Figure 1-13: CSV File in Notepad and Excel
NOTE

The following objects cannot be exported in this way:

- Audit Log
- Journal
- System Variables
- Digital Certificates
Example of Canned Report Use

SWH06 is a Door Access Report. It uses SWHrep0506 as its Query. To execute it do one of the following:

- Double click it
- Right click and select:
  - Popup View
  - View
  - View in current tab

The SWHrep0506 Query will be presented.

Select Run and all admits and rejects at all doors in the entire journal will be reported as shown in Figure 1-17 on page 1-20.
Select Modify (or Details) to display the actual Query structure. The button will be Modify if the Query can be edited and Details if it can only be viewed.

This Query asks for (All last names) AND (All First Names) AND (All Doors) AND (Admits or Rejects) AND (Date in Range OR Date between Start and End)

Select Prompts to return to the Query Prompt (Figure 1-15)

Select Run to execute from here

**Figure 1-16: Query Structure**
Figure 1-17 shows one page of this report result. The Query returned all admits and rejects by all personnel, at all doors.

<table>
<thead>
<tr>
<th>Cardholder Name</th>
<th>Door Name</th>
<th>Journal Log Message Type</th>
<th>Message Text</th>
<th>Message Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blake, Tae</td>
<td>istar_door1</td>
<td>Card Admitted</td>
<td>Admitted Blake, Tae [Card: 16337753] at <em>istar_door1</em> (IN) ([Unsued]].</td>
<td>11/21/2006 1:53:52 PM</td>
</tr>
<tr>
<td>Blake, Tae</td>
<td>apc_door1</td>
<td>Card Rejected</td>
<td>Rejected (Clearance) Blake, Tae [Card: 16337753] at <em>apc_door1</em> (IN).</td>
<td>11/21/2006 1:53:52 PM</td>
</tr>
<tr>
<td>Blake, Tae</td>
<td>istar_door1</td>
<td>Card Admitted</td>
<td>Admitted Blake, Tae [Card: 16337753] at <em>istar_door1</em> (IN).</td>
<td>11/21/2006 1:53:52 PM</td>
</tr>
</tbody>
</table>
Figure 1-18 demonstrates how you can narrow the search when the Query prompts you.

In this example, the Query has been narrowed to a specific person at a specific door between November 12th and November 22nd.

The Date Range could have also been used for ranges like ‘Last 7 days’, etc.

Figure 1-19 shows the resultant report.
Example of Canned Report Use

For further information on Reports, Queries, and Dynamic Views see the C•CURE 9000 Data Views Guide (UM-134).

The Guide is available on the DVD and at the Member Center of www.swhouse.com.