



Quick Generate Daily / Local Reports

Equipment

A PC, a Printer - all located where reporting is to be performed.

The Elite-ID XL Data Wand, XL Charger, XL Memory Unloader - cables as required.

Method

1. Use XL Data Wands to record attendance's by touching the XL Data Wands onto iButtons™ glued to strategic locations.
2. Extract the data from XL Data Wands when reporting is to be done. (We suggest daily extraction)
 3. Switch on the XL Unloader
 4. Touch the XL Data Wand onto the XL Unloader till the "wig-wag" Wand Empty indication.
 5. Switch off the XL Unloader when not in use (to conserve battery power)
6. Extract Data from the XL Unloader into the IBM-PC
 7. Connect the cable between the IBM-PC and the XL Unloader
 8. Switch on the XL Unloader
 9. In the PC, run the "XL Unloader" program.
 10. Press "Query Unloader" to check that the XL Unloader is switched on and connected properly.
 11. Press "Get All Data" button to extract data from the Unloader into a disk file
 12. When complete and if you are not going to send the data via modem to a remote site, press the "Delete" memory button.
13. Print Reports by;
 14. Import the data into Elite Reporter using the "Data . . .Import" function.
 15. You select the disk file created by the Unloading process previously
 16. Import the data. If there were errors, you should check them and fix them. You can't report on data that is in error (something is not configured properly usually)
 17. Select the "Reports . . ." main menu and then select the report you want to use.
 18. Make sure the date, centre, job functions are selected as required.
 19. We recommend as the main reports...
 20. Reports... Centre...Visits report for a simple running list of attendances by time
 21. Reports...Location... Attendance report for a graphical report of attendance
 22. Reports... Risk Management report for calculated average attendance times