

How to Run Expiring Cards Report in Acre Access Control



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Overview

The All Cards Expiring Report displays a list of all the cards in the system that have an expiration date earlier than a specified date. This report is similar to the "View Expiring Cards" feature in the "People List".

Steps to run expiring cards report in Acre Access Control

- Select the 'Access Control' Tab.
 - Select the "Reports" Button.
 - Select "Add Report".
 - Double-Click "All Cards Expiring Report"
 - (OPTIONAL) Enter a Display Name if you would like to save this report configuration for later.
 - Set the Expires Before Date
 - (OPTIONAL) Apply a Badge Type Filter
 - (OPTIONAL) Enable "Include Child Folders" if you would like to include all people within an Enterprise
 - Click "Generate" to run the report, or "Save & Generate"
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New All Cards Expiring Report in Kerry Plaza T1

Export

Report Settings

Display Name

Required

Expires Before:

Optional

Filter Badge Types

No badge types filtered

☐ Include Child Folders

Report Filters

Scheduled Report

Generate

Save & Generate

Save & Close

Delete

Cancel

Contact Us

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