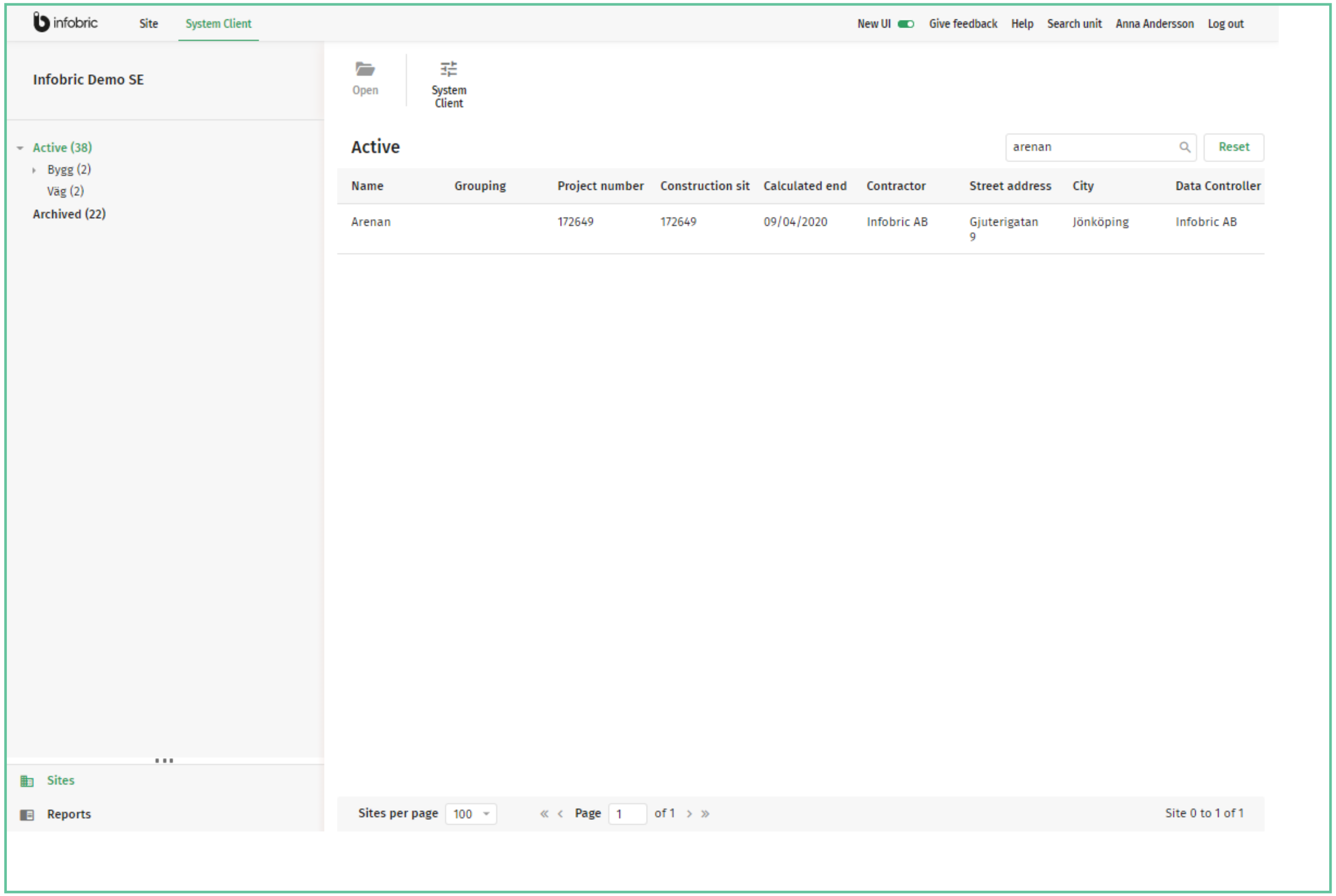
Infobric Ease Quick Guide - Report administrator

This quick guide is meant to give you a brief look at the most common tasks performed by report administrators.

Overview of Infobric Ease for Report administrators

Signing in to Infobric Ease

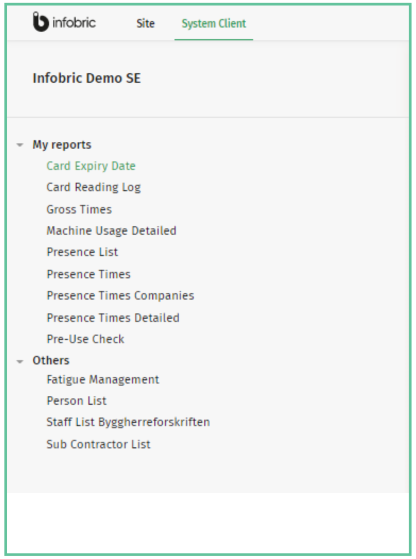
1. Open your web browser and go to https://ease.infobric.co.uk
2. Sign in with your username and password
3. Click on **System client** in the top left corner.
4. In the top left corner you will see what system client your are currently working with. If you have access to several system clients, you can switch between them by clicking on the arrow below the system client name.



Report overview

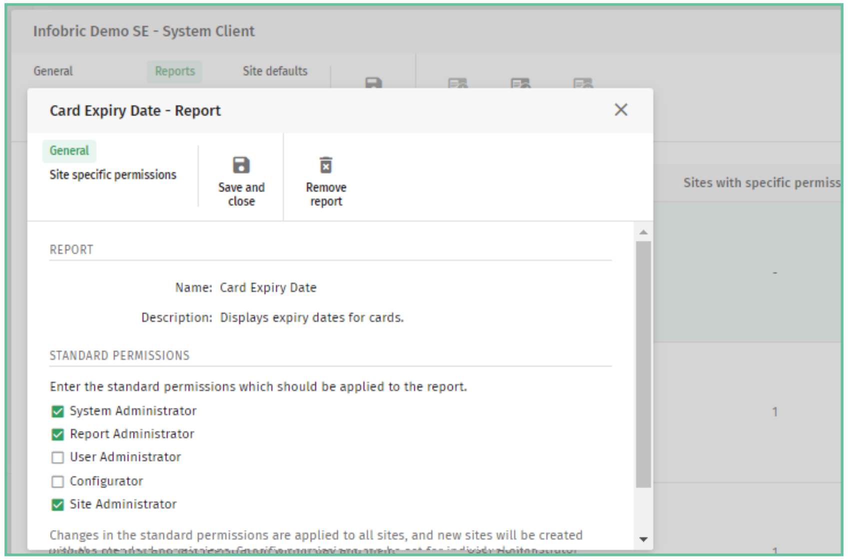
There is a number of different reports that are activated by default for each site. In addition to these there are other reports that can be made available by a Report administrator.

Report	Description	Can be generated on a system client level
Machine Usage Detailed	Displays in detail how machines are used on a site.	-
Person List	List of persons who have been present on the site.	-
Card Expiry Date	Displays expiry dates for cards.	-
Presence List	Displays the persons that have been present on a site.	-
Presence Times Companies	Displays the companies daily presence time and total time on a site.	-
Personal data	Complete personal data report about an individual.	Yes
Sub Contractor List	A list with persons on a site, containing information about employer, contracting party and presence status.	-
Pre-Usage Check	A log over pre-usage checks that have been reported for the machines on a site.	-



Activate reports

You can activate a specific report by ticking the boxes giving the different adminstrator roles permission to run the report. If no boxes are ticked, the report in question is not activated. Activation of reports can be performed on a system client level, making the report available for all sites on the system client. It is also possible to activate reports for specific sites, which grants it so called **Specific permissions**.

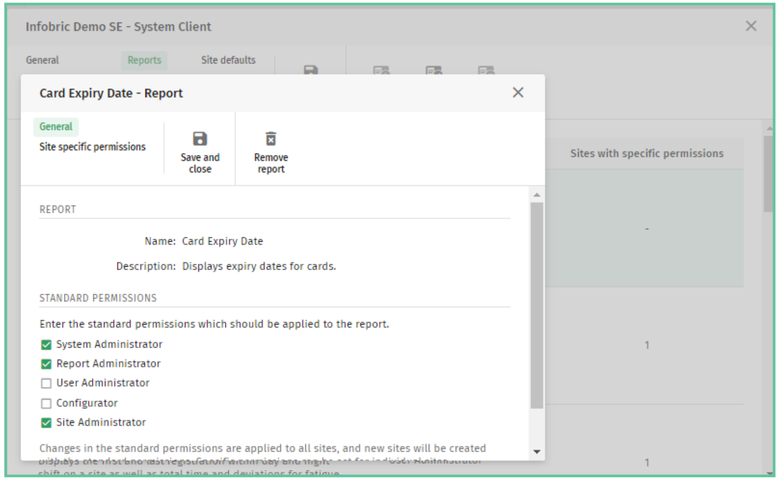


Activate reports on system client

As a Report administrator you have the possibility to choose what reports on the system client should be active, and thus selectable for all sites on the system client. These can then be generated through the main menu alternative **Reports** in the bottom left corner by system users that have permission to run each
respective report.

This is how you activate a report on the system client:

1. Click **System Client** in top menu.
2. Select the alternative **Reports**.
3. Choose the report you want to activate.
4. Click **Change** to edit permissions and make the report avalable on the system client.
5. In the **Change** section tick what administrator roles should have permission to run the report.
6. Save and close.

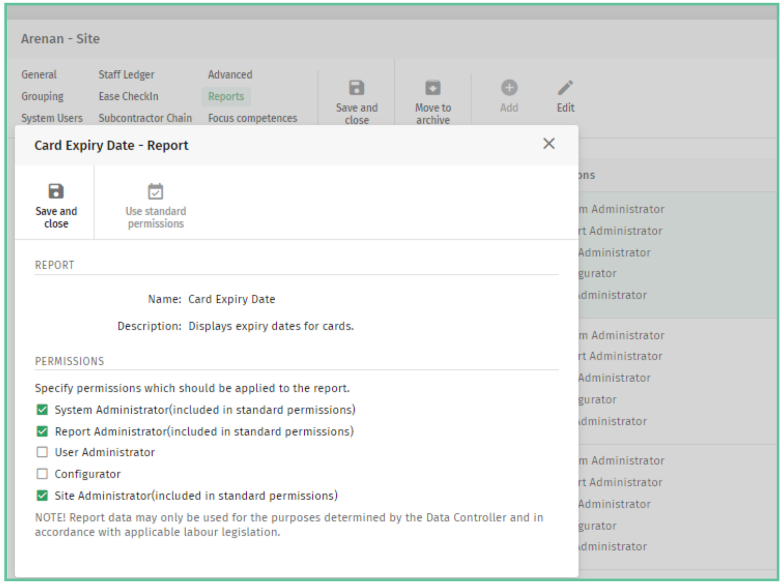


Activate reports on single site

As a Report administrator you have the possibility to choose what reports on the system client should be active, and thus selectable for specific sites. These can then be generated through the main menu alternative **Reports** in the bottom left corner by system users that have permission to run each respective report on the site.

This is how you activate a report on the a specific site:

1. Choose main menu alternative **Sites** in the bottom left corner.
2. Highlight the site you want to activate the report for, and click **Open sites.**
3. In the settings field, choose **Reports.**
4. Choose the report you want to activate.
5. Then click **Change** to edit permissions and make the report available for the site in question.
6. In the **Change** section tick what administrator roles should have permission to run the report.
7. Save and close.



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Generate report

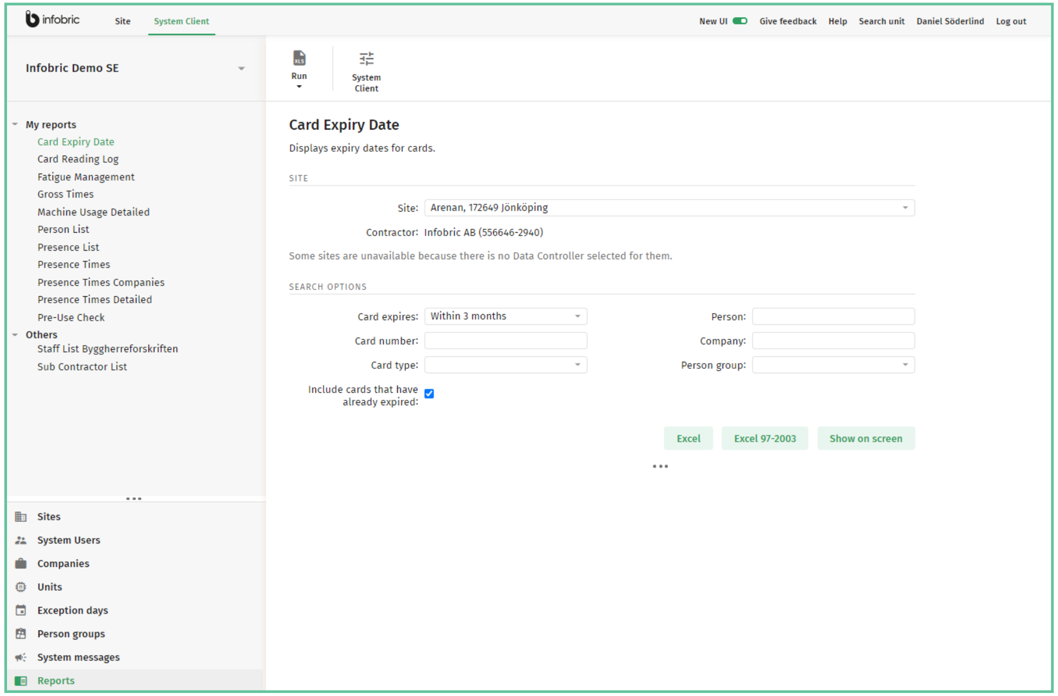
If there are activated reports on the system client avaiable for Report administrators, these can be generated from the main menu alternative **Reports** down in the bottom left section of the
interface.

This is how you generate a report:

1. Choose main menu alternative **Reports** in the bottom left corner.
2. Choose what report you would like to generate.
3. Specify site for the report.
4. Specify time period.
5. If you want a complete report, leave the rest of the fields empty. Otherwise fill these in as well.
6. Chosse output format: **Show on screen**, **Excel** or **Excel 97-2003.**

NOTE! You can only generate one month at a time, so if you need a period longer than that, you need to generate several reports.

HINT Reports are available for both active and archived sites.



Contact info to other administrators

In those cases where other administrators on the system client, that has no report administrator permissions, need help with tasks related to this permission, your contact info will be shown, and the user in question is asked to contact you.