

# Focal Point Cardholder Creation Date Report Guide

**STEP 1:**  
Select a Report to Create or View

Create a New Report    Run a Saved Report    Create a New Query    Execute a Saved Query

**Transaction Report - Microsoft Internet Explorer**

Cardholder Full Name	Encoded	Embossed	PIN	Condition(s)	Device Location	Panel Location
Mark Campbell	1099	1099	MC	1	Unknown Card	DW2 One
Mark Campbell	1099	1099	MC	1	Access Grants	DW2 One
Mark Campbell	1099	1099	MC	1	Access Grants	DW2 One
Tim Noyce	1074			0	Access Grants	DW2 One

All report Files (.htm and .txt) will be located in the following directory:  
Change   C:\Users\Tech\Documents\

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Step 1: Open the reports tab

Step 2: Select Generate a new report

Step 3: Click Next

**Create a New Report**

**STEP 2:**  
Select a Report Type and Subtype (if applicable) for this Report

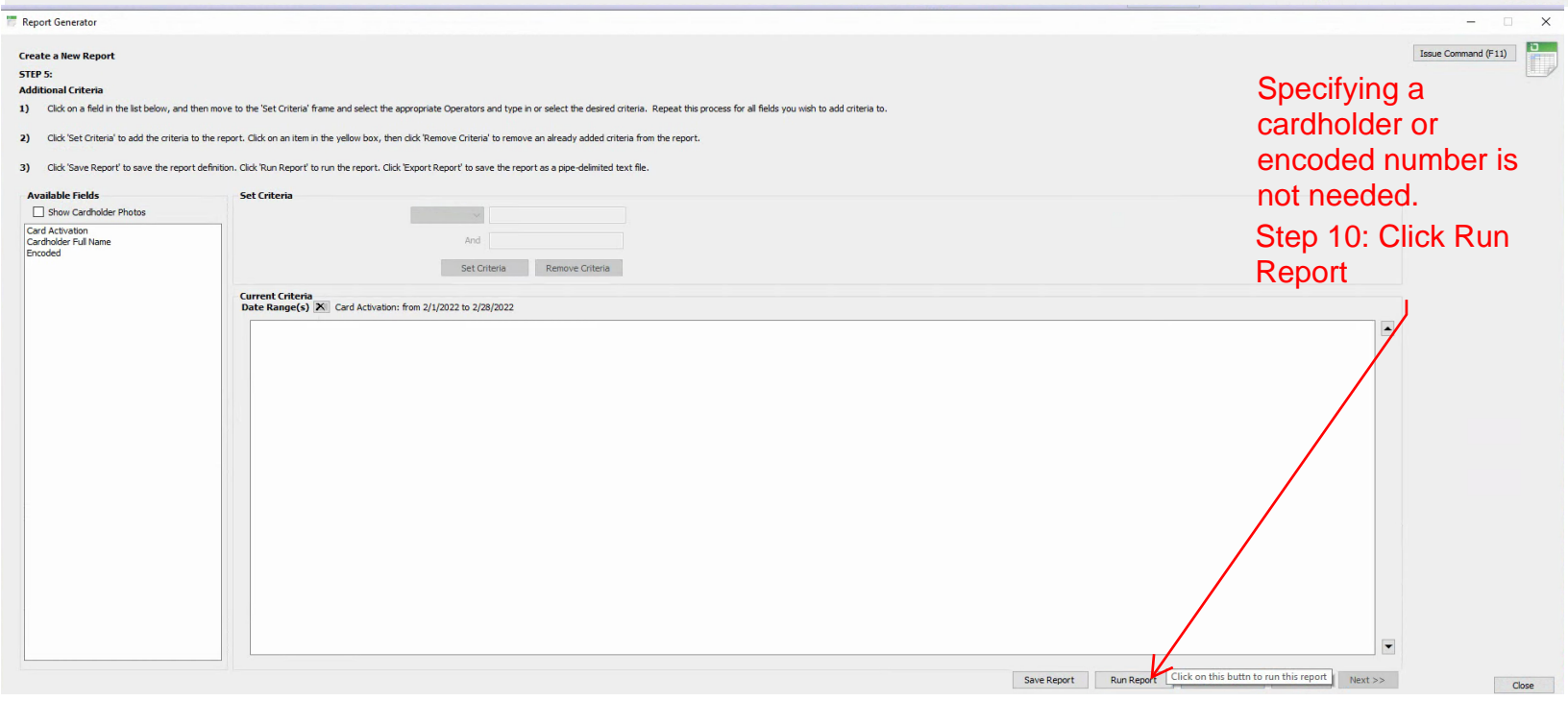
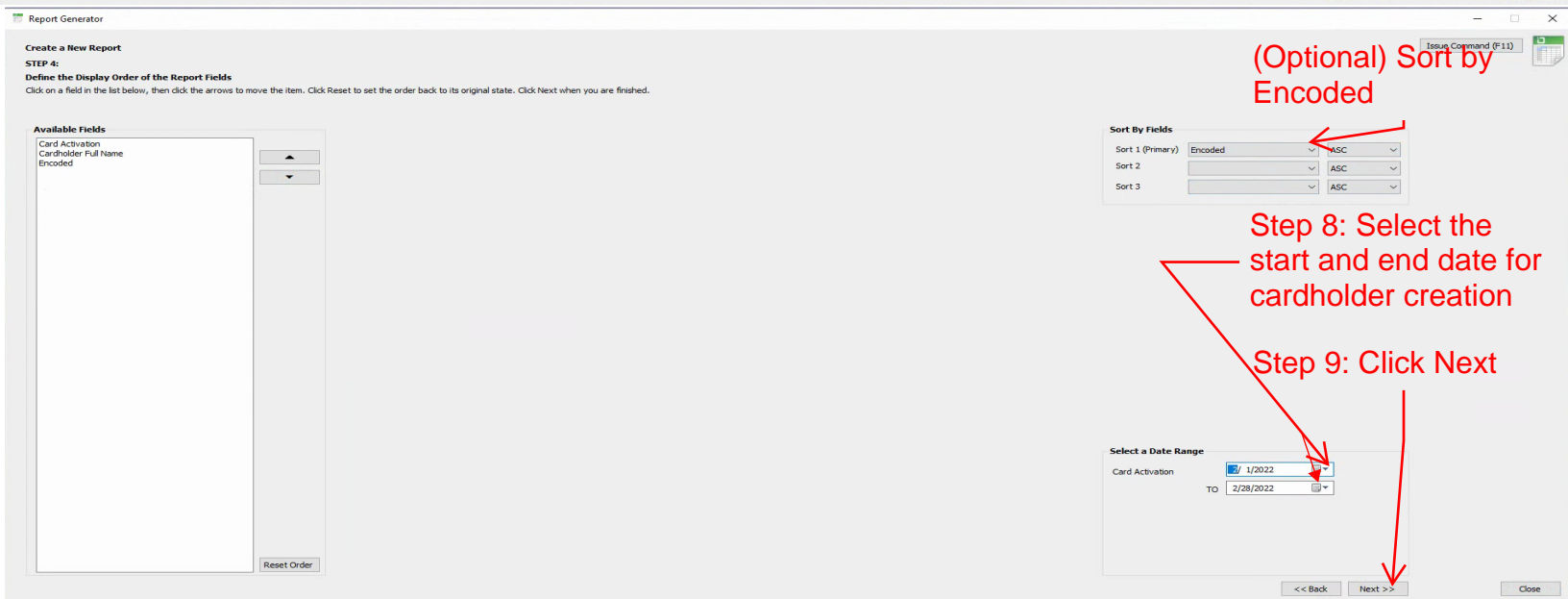
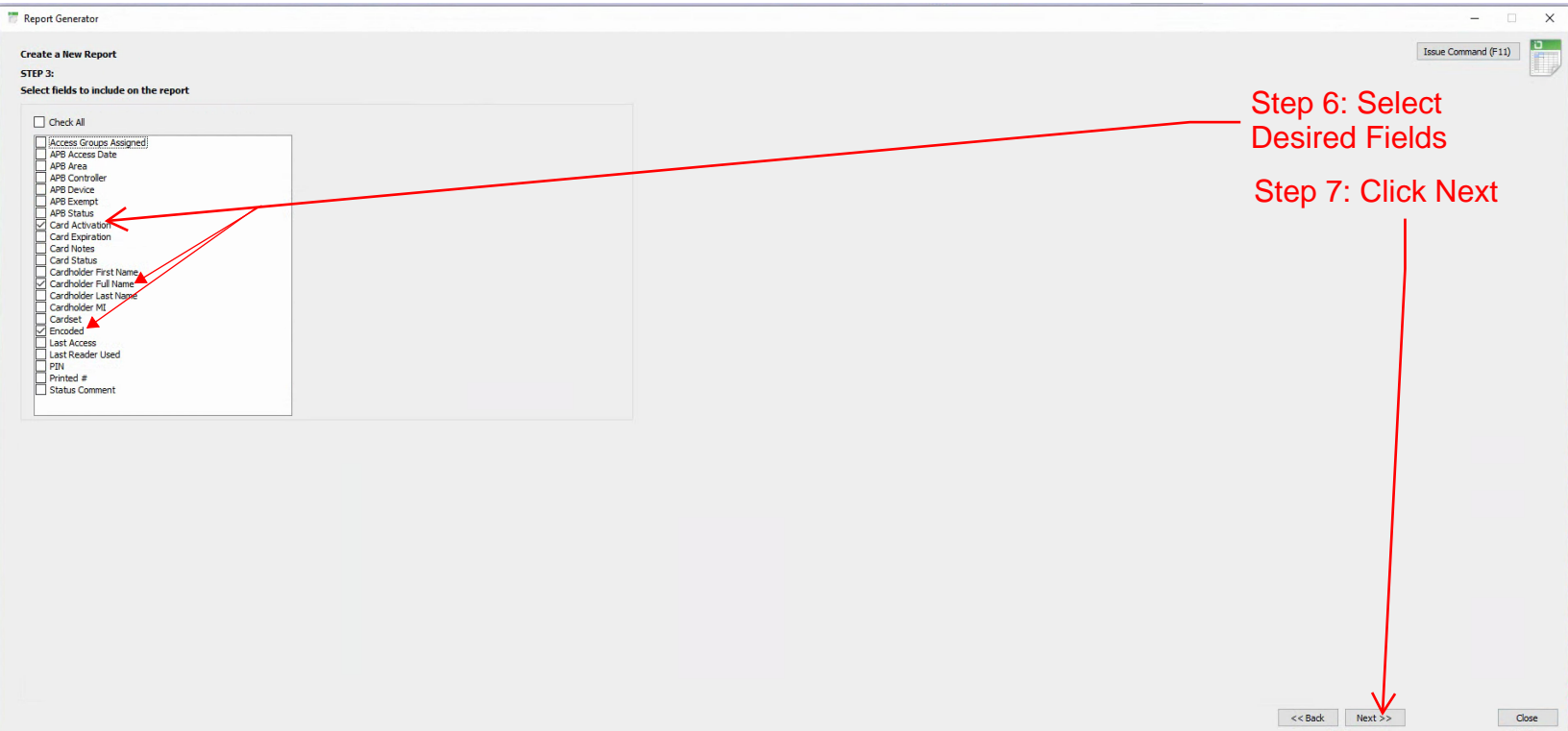
Select a Report Type below to show applicable Subtypes

- Access Assignments
- Alarms
- Cardholders**
- Commands
- Devices
- Holidays
- Operators
- Time Zones
- Transactions
- Transaction History

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Step 4: Select Cardholder

Step 5: Click Next



A report page will begin to load, depending on how long you set your start and end date. The report could take a few minutes to generate.

### Cardholder Report

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Card Activation	Cardholder Full Name	Encoded
2/10/2022 9:46:55 AM		705
2/11/2022 9:13:18 AM		705
2/2/2022 4:56:54 PM		706
2/2/2022 4:57:36 PM		708
2/2/2022 12:20:19 PM		709
2/8/2022 10:04:16 AM		712
2/8/2022 1:57:48 PM		713
2/14/2022 2:34:05 PM		715
2/14/2022 2:32:57 PM		716
2/10/2022 10:32:37 AM		717
2/11/2022 5:19:35 PM		719
2/7/2022 2:28:21 PM		720
2/25/2022 5:02:40 PM		724
2/14/2022 2:34:47 PM		726
2/11/2022 5:14:36 PM		727
2/10/2022 2:38:51 PM		728
2/11/2022 3:40:35 PM		729
2/22/2022 1:05:06 PM		733
2/22/2022 5:05:59 PM		734
2/22/2022 1:41:54 PM		735
2/16/2022 4:48:31 PM		736
2/18/2022 11:18:23 AM		737
2/18/2022 11:51:55 AM		738
2/2/2022 4:52:09 PM		756
2/25/2022 12:01:57 PM		757
2/2/2022 4:55:34 PM		765
2/2/2022 4:54:15 PM		766
2/1/2022 10:19:59 AM		768
2/2/2022 12:19:46 PM		769
2/2/2022 4:53:22 PM		770
2/2/2022 4:56:22 PM		771
2/5/2022 12:49:10 PM		776
2/5/2022 11:39:10 AM		778
2/4/2022 3:23:08 PM		779
2/2/2022 4:58:21 PM		780
2/9/2022 10:03:31 AM		782
2/2/2022 4:59:58 PM		783
2/2/2022 4:59:14 PM		784
2/25/2022 5:02:15 PM		785
2/18/2022 9:12:18 AM		786
2/25/2022 4:13:44 PM		790
2/18/2022 8:40:56 AM		791
2/14/2022 3:52:25 PM		792
2/14/2022 3:58:16 PM		794
2/14/2022 3:57:48 PM		795
2/14/2022 3:48:26 PM		796
2/24/2022 12:06:31 PM		799