





Locate the Focal Point Icon on desktop.
Double click to open program.

Login

Focal Point Network Based Security



Presented By:



Product Details

Licensed To:	Kinstead
Serial Number:	04041901

Enter your login credentials.

User

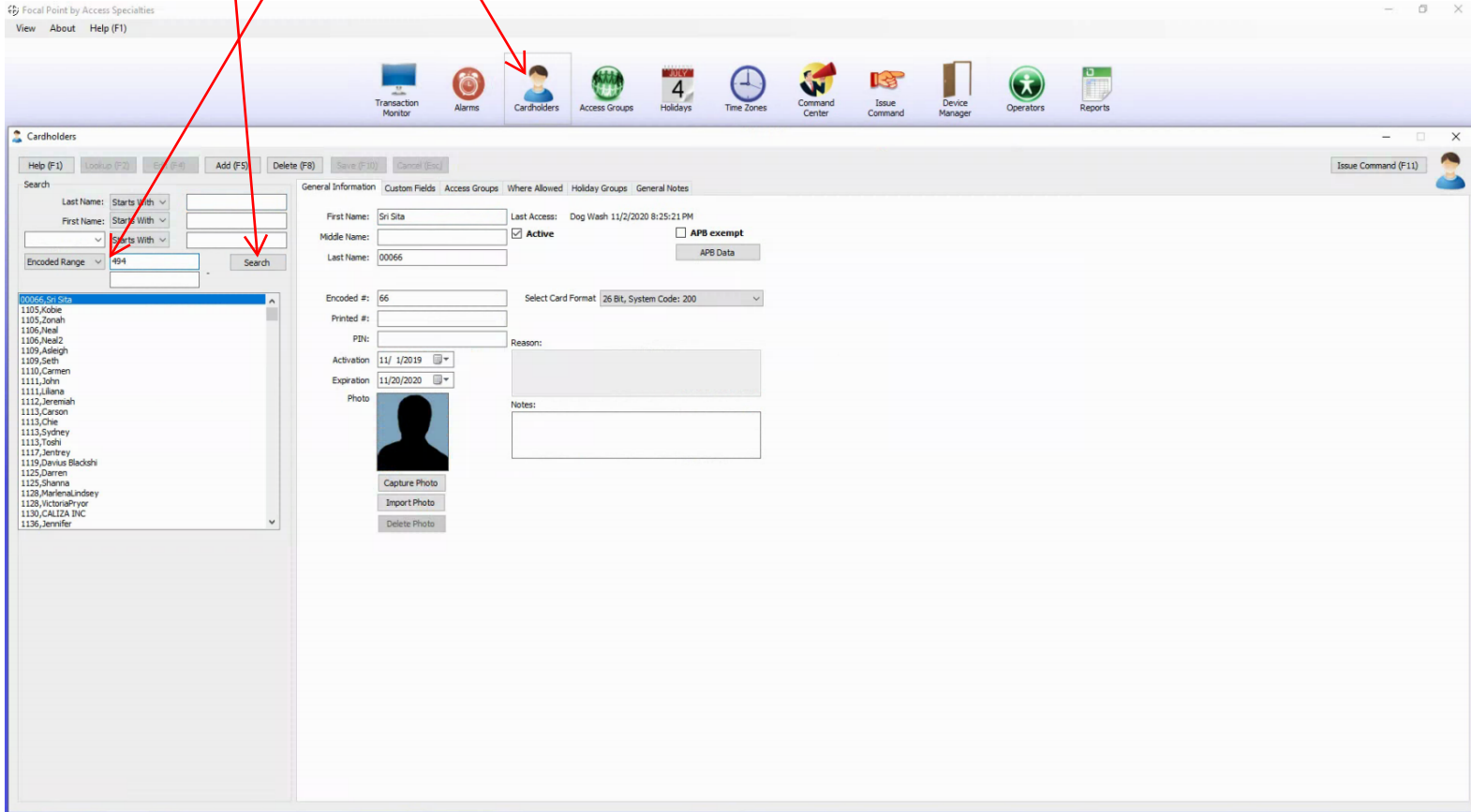
Password

Ok Cancel

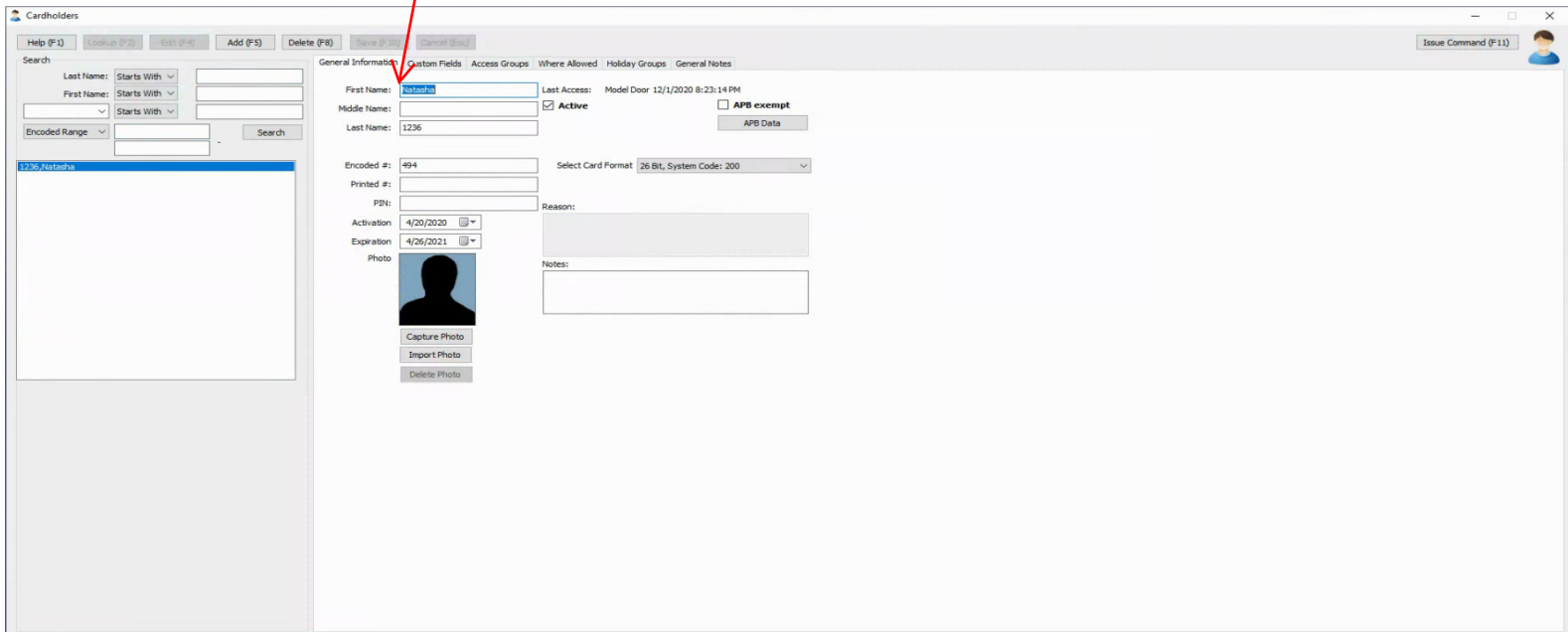
Enter user name and
password. Then click
OK.

You will need to know either the name or encoded number for a user to find their transactions.

- (1) Open up Cardholders
- (2) Enter Encoded number, Or name in the name box
- (3) Click Search

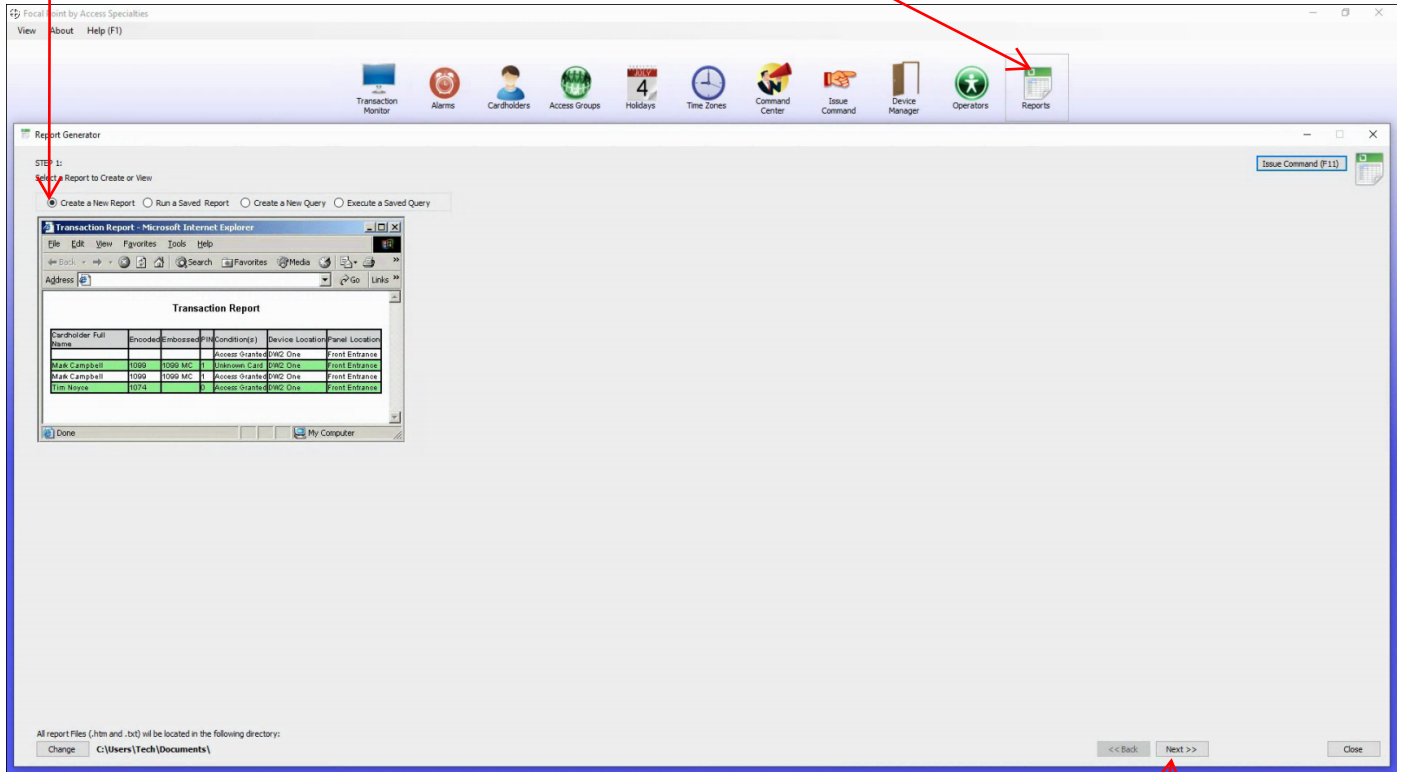


Confirm this is the user you want to find transactions for.



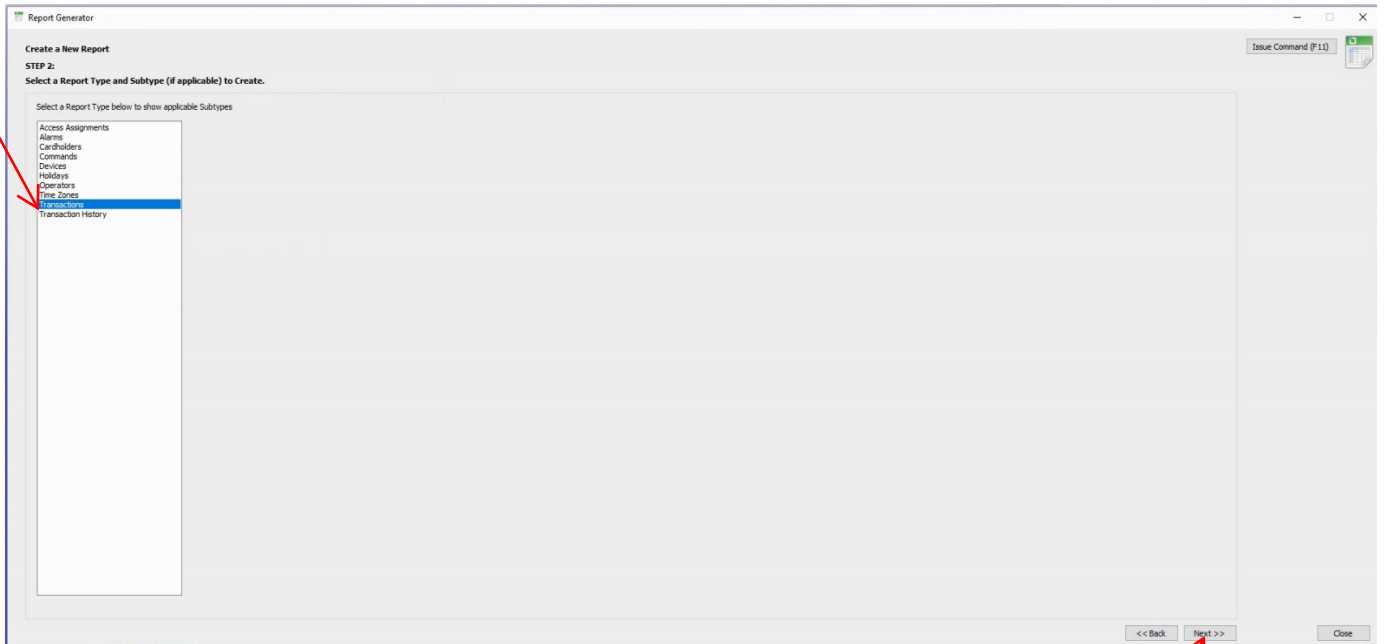
(1) Click on Reports to open Reports screen.

(2) Make sure "Create a New Report" is selected.



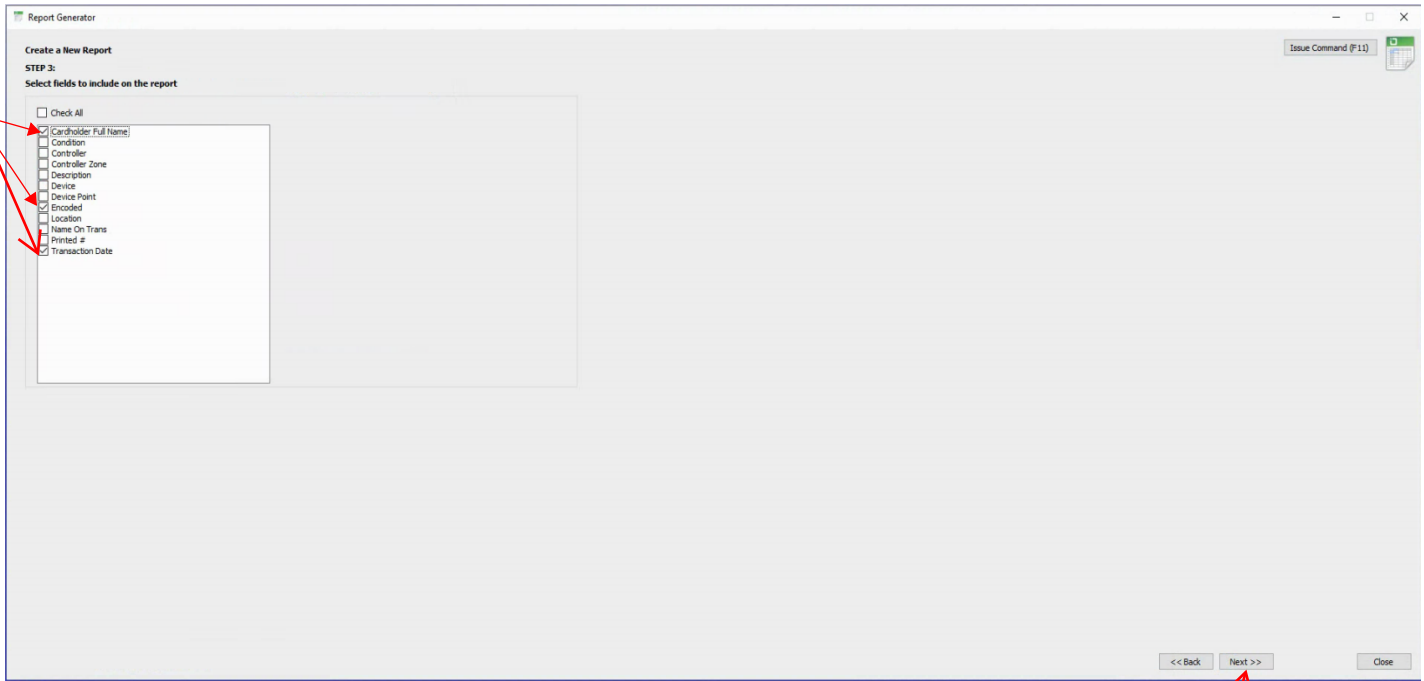
Click Transactions.

Click Next.



Click Next.

Make sure Card holder Full Name, Encoded, and Transaction Date are selected. If you want to view which location they accessed as well, enable the location box.



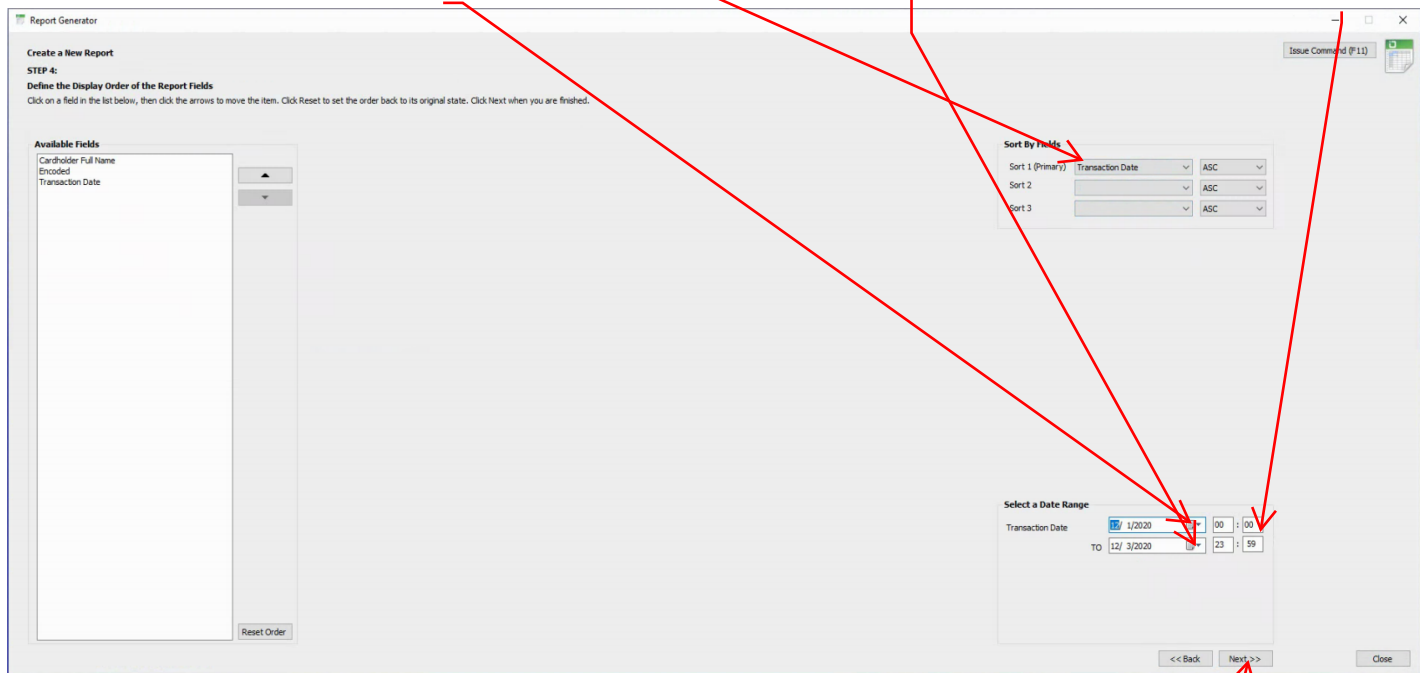
(1) Set Sort 1 (Primary) to Transaction Date.

(2) Press here to set the beginning date of the search.

(3) Press here to set the ending date of the search.

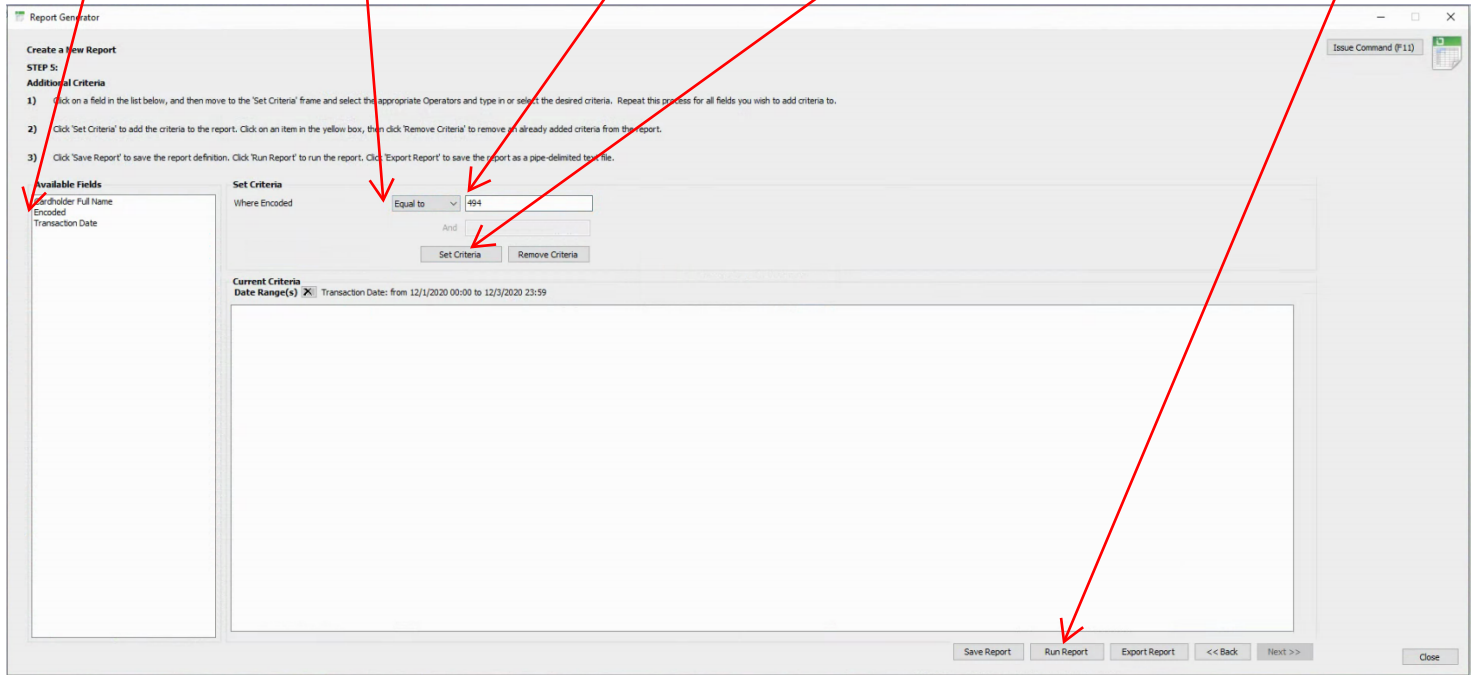
(4) For a greater accuracy the time can also be set, this will be in 24 hour time.

Click Next.

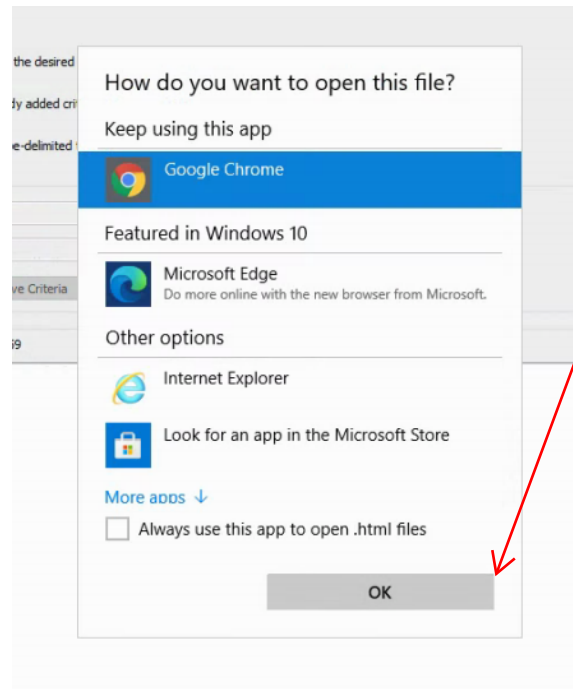


Click Next.

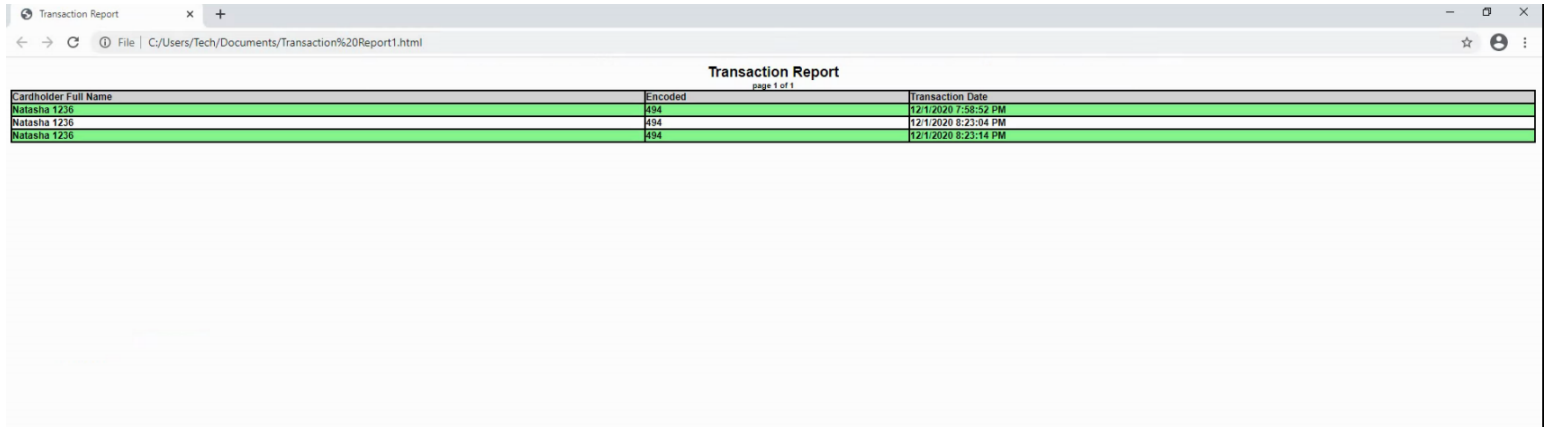
- (1) Click Encoded. (2) Set Equal to. (3) Enter Encoded number for desired user. If you selected Card holder full name in (1) you would put their name instead. (4) Click Set Criteria. (5) Click Run Report



A Similar Window might appear. If so select your main browser and press OK.



At this point a new browser window should open up and all of filtered users transactions should appear.



The screenshot shows a browser window with a single tab titled "Transaction Report". The address bar displays the file path "C:/Users/Tech/Documents/Transaction%20Report1.html". The main content area contains a table titled "Transaction Report" with the subtitle "page 1 of 1". The table has three columns: "Cardholder Full Name", "Encoded", and "Transaction Date". There are three rows of data, all with a light green background.

Cardholder Full Name	Encoded	Transaction Date
Natasha 1236	#94	12/1/2020 7:58:52 PM
Natasha 1236	#94	12/1/2020 8:23:04 PM
Natasha 1236	#94	12/1/2020 8:23:14 PM