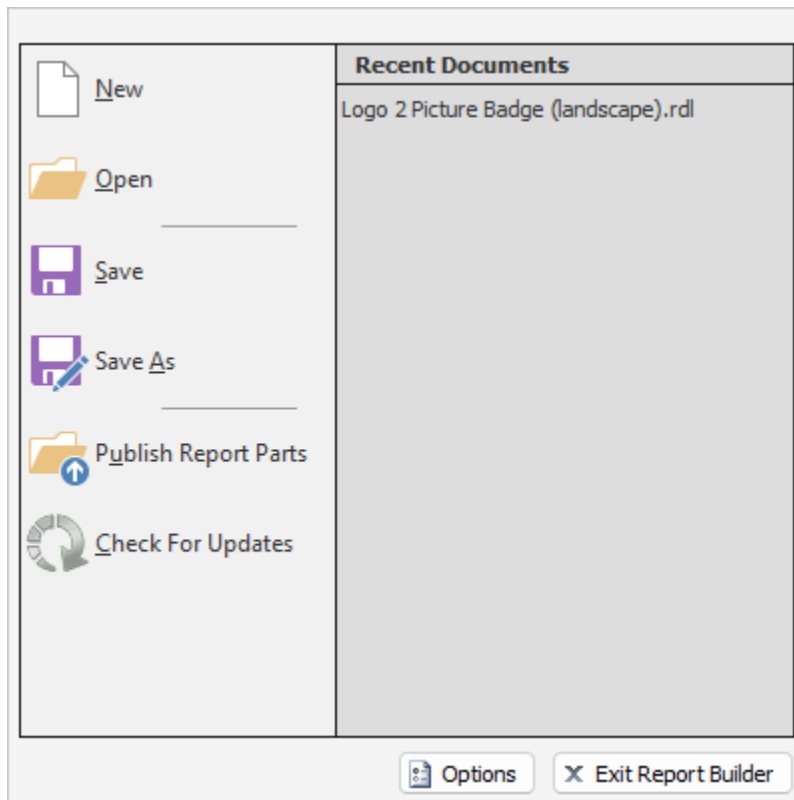## INFINIAS Reports

INFINIAS uses Microsoft SQL Server Reporting Services (SSRS) to generate and deliver reports. SSRS consists of a web server that hosts the reports, and Report Builder, a report design tool. Report Builder is free and can be downloaded from Microsoft from here (https://www.microsoft.com/en-us/download/details.aspx?id=53613). Download and install Report Builder on the INFINIAS Server.

Notice: To minimize problems authenticating to Microsoft Reporting Services, please install Report Builder on the server on which INFINIAS is installed and run Report Builder from there. When you run Report Builder, make sure you have Administrative privileges on that machine.
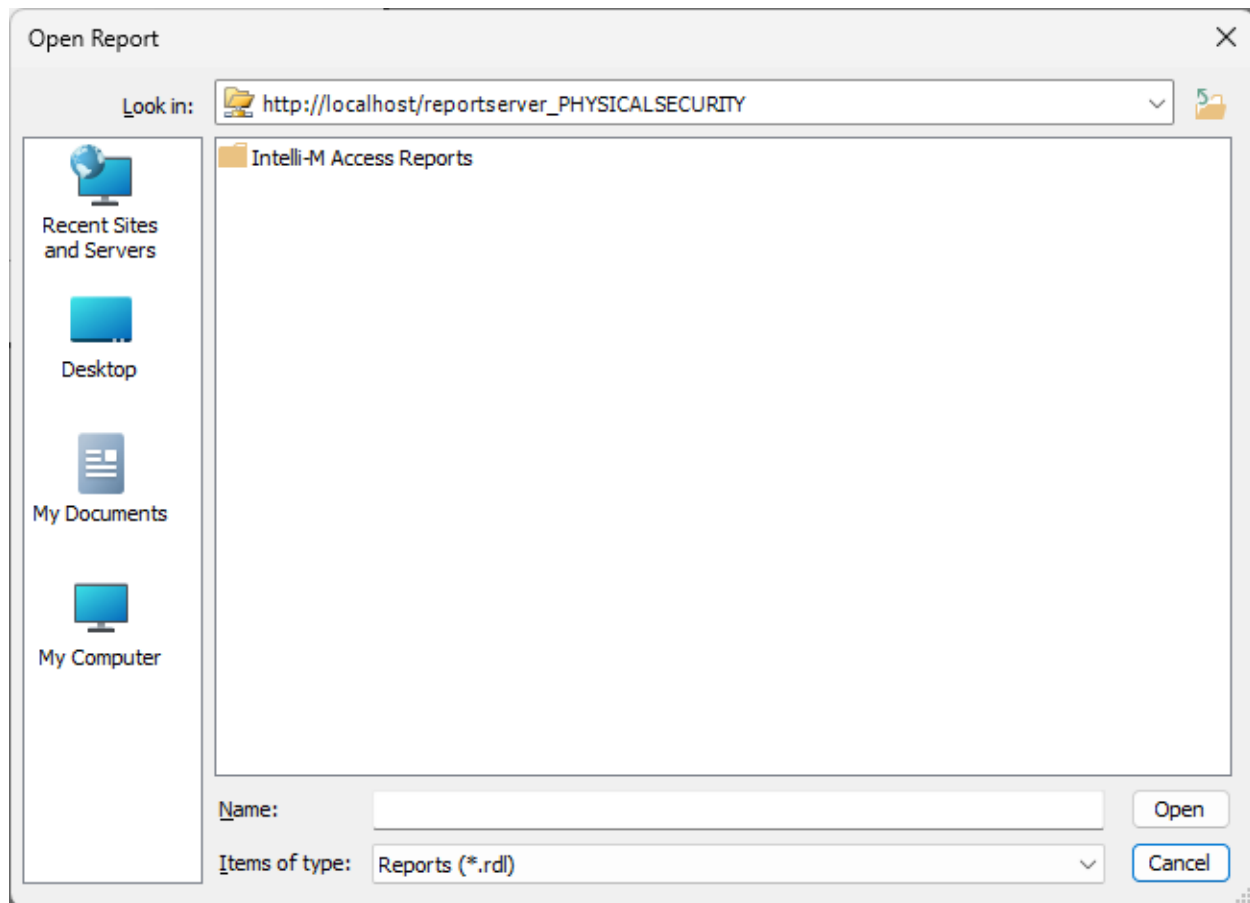
During the installation, you will be prompted to provide the URL of the Report Server. Please enter "http://localhost/reportserver_PHYSICALSECURITY" (without the quotation marks). Note that it is possible that Reporting Services will be installed in a different location. If unsure, use the Report Server Configuration Manager tool and use the value indicated on the **Web Service URL** tab and listed under **Report Server Web Service URLs**.

Create a New Report

The best way to create a new report is to modify an existing report. Start Report Builder and close the initial popup window if one displays. Select the **File** menu then **Open**.
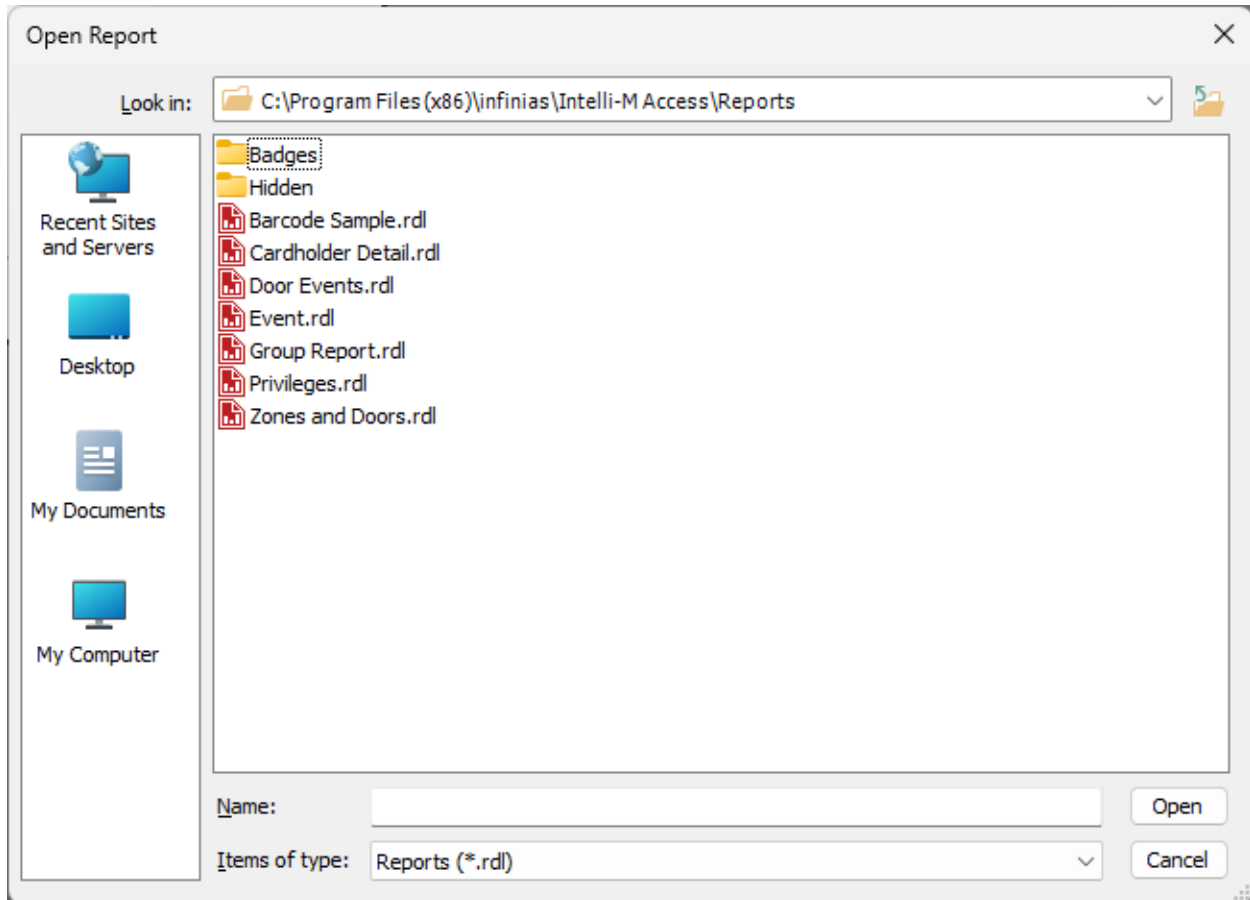
If your report is not in the list of **Recent Documents**, click the **Open** folder. An "Open Report" dialog will appear, displaying the "Intelli-M Access Reports" folder, as shown in the figure below:
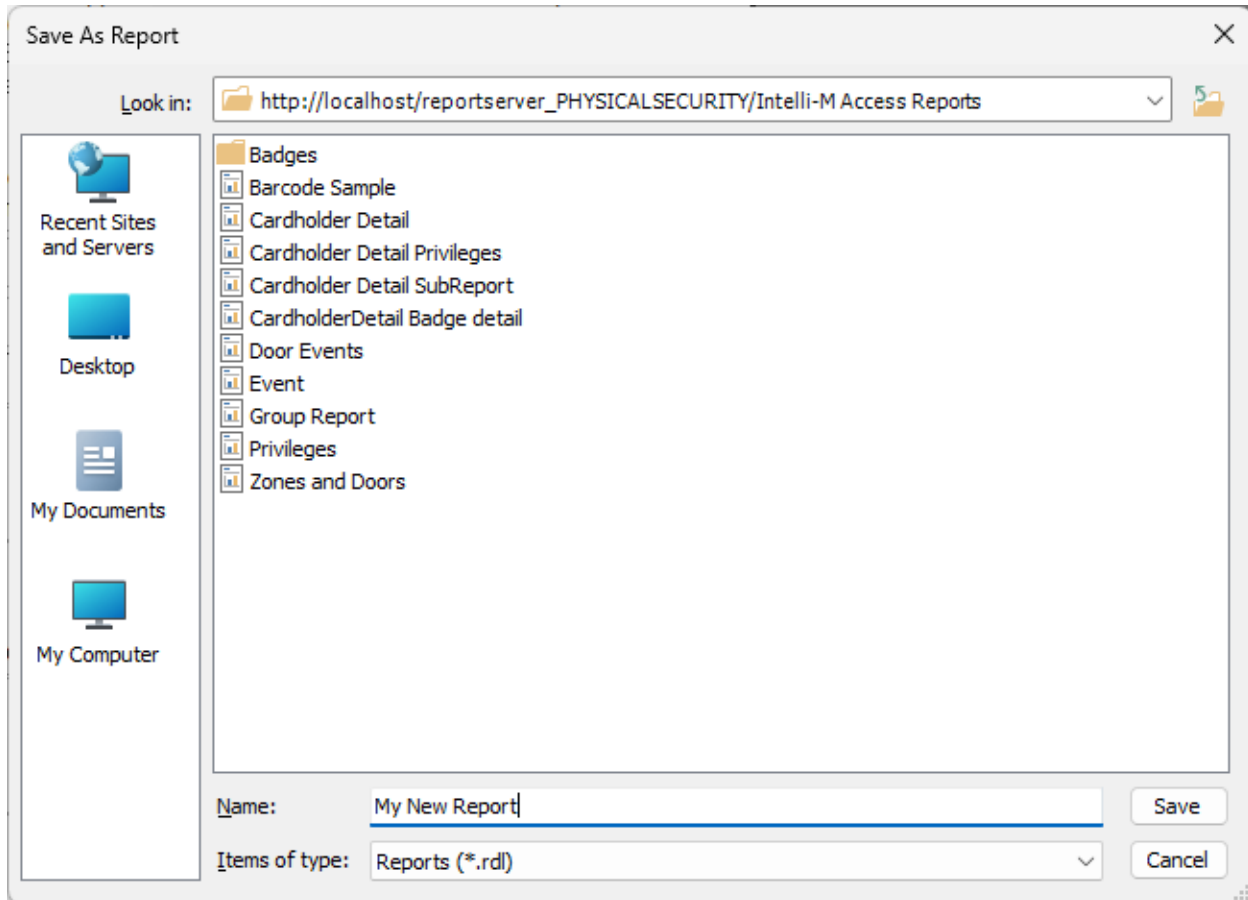

This figure shows the reports folder from the Reporting Services server at "http://localhost/reportserver_PHYSICALSECURITY" - the value you provided to the installer. Report Builder might decide to instead display a folder on your local hard drive. If this is the case, then simply click the "Recent Sites and Servers" icon on the left and choose the appropriate server URL. Again, it will be the Url you entered during installation.

Ensure that the "Open Report" dialog is showing the "Intelli-M Access Reports" folder, and double click on that folder. The dialog's contents will show the reports in that folder. You should recognize these reports because they are the exact reports you see when viewing reports on the Reports Page in the INFINIAS user interface, as shown in the figure below:

Choose a report to modify and double-click that report. It will now open in the Report Builder main window. The very first task you should perform is to save the report to a different name to guarantee that your changes are not overwritten in the next INFINIAS software update. Select the **File** menu then **Save As**. A "Save As Report" dialog will appear, as shown in the figure below:

Provide a new name for the report - the figure shows "My New Report" as the name. Your report will be immediately visible in INFINIAS.

Next, make a local backup copy of the report by clicking the **File** menu then **Save As** again. When the "Save As Report" dialog appears, click on the **My Computer** icon on the left, and navigate to "C:\Program Files (x86)\infinias\Intelli-M Access\Reports. Choose the same name as before and click the **Save** button. Now you have a local backup copy of the report in case you need to re-install, move, or perform any other maintenance on INFINIAS. The file will have a .rdl extension.

Note: Reports are modified on each INFINIAS software update, so it is imperative that you save a copy of all your custom reports to the Reports folder, as described above. This ensures that your reports will be available after the update.

Modify the New Report

Now that you have a copy (and a backup copy) of an existing report, it's time to modify the report. Report Builder's interface is much like a typical Microsoft visual designer like Microsoft Publisher or Microsoft PowerPoint. Add, delete, and arrange the fields in the report to your satisfaction. The "Report Parameters" section of this document describes each of the available pieces of data that are available to be placed into a report.

You can verify your changes by pressing the **Run** button in the upper left area of the application. Continue to make changes until you are satisfied with the results. Then perform another **Save As** operation, saving the file to *both* the report server and your local hard drive.
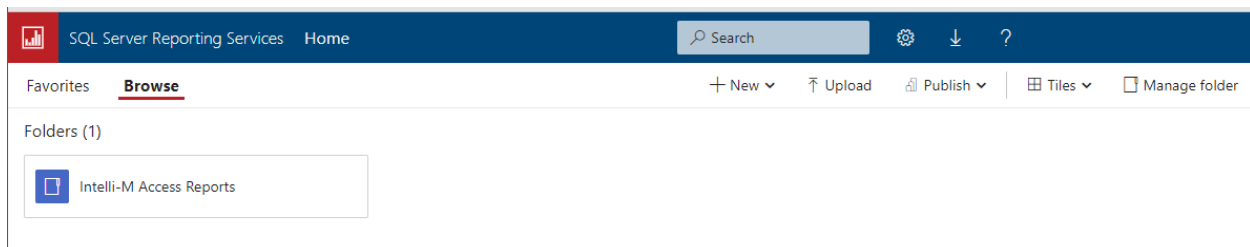
Viewing and uploading reports & badges

If you have an existing .rdl file that you previously saved, but is not present in INFINIAS, you can publish it to the report server so that it will be visible in INFINIAS. You do not need Report Builder to publish the .rdl file -- you can perform the operation with any web browser.

Open a web browser and enter the following information into the Url field (or just click here):
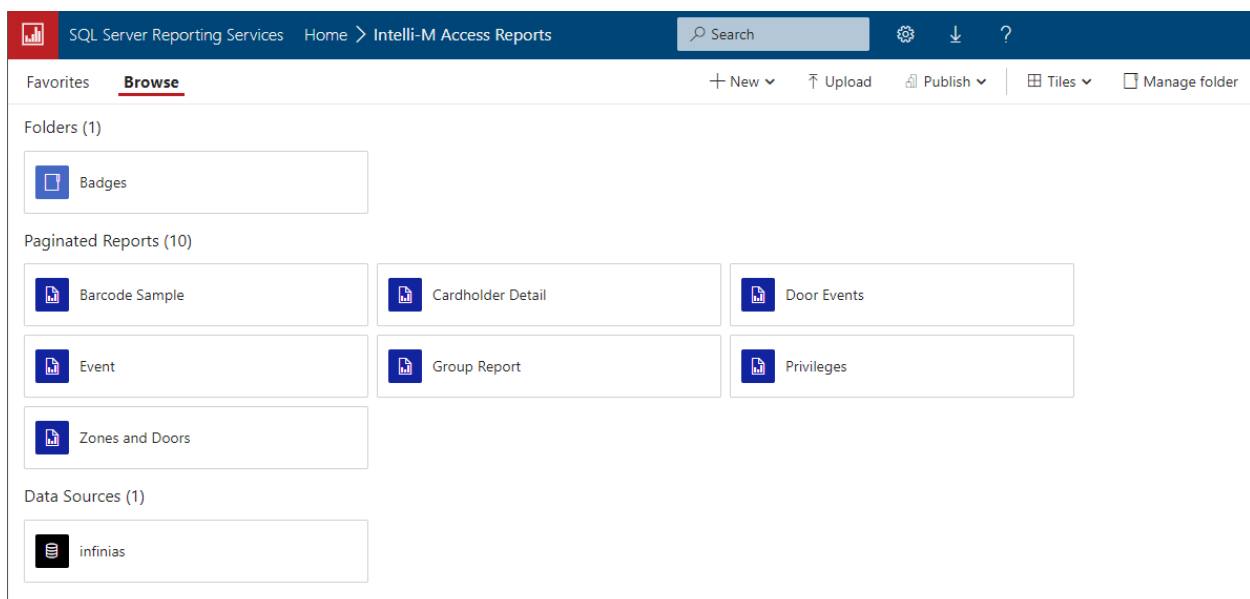**http://localhost/reports_PHYSICALSECURITY**

and press the Enter key.

When logged in successfully, you will be at a page like what is shown in the figure below:
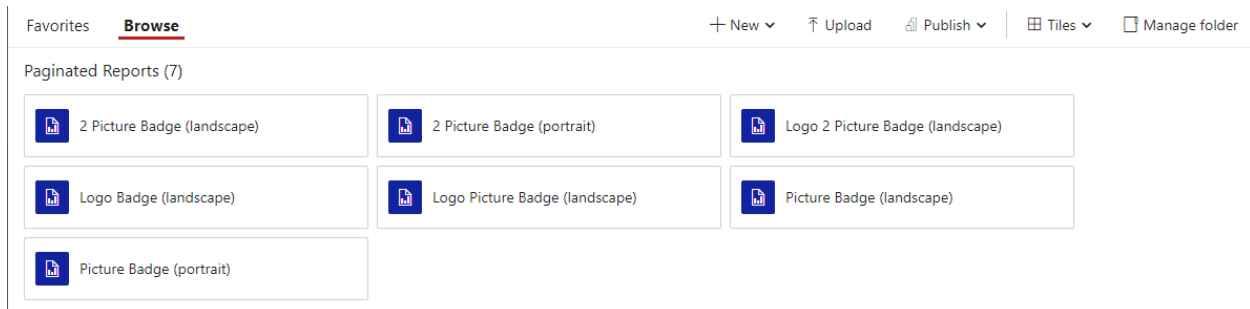

 The "Intelli-M Access Reports" folder is where reports and badges are stored. Any report put in this folder will be automatically visible on the reports page in INFINIAS.

Click on the folder link and you will see the INFINIAS reports and a folder for Badges.
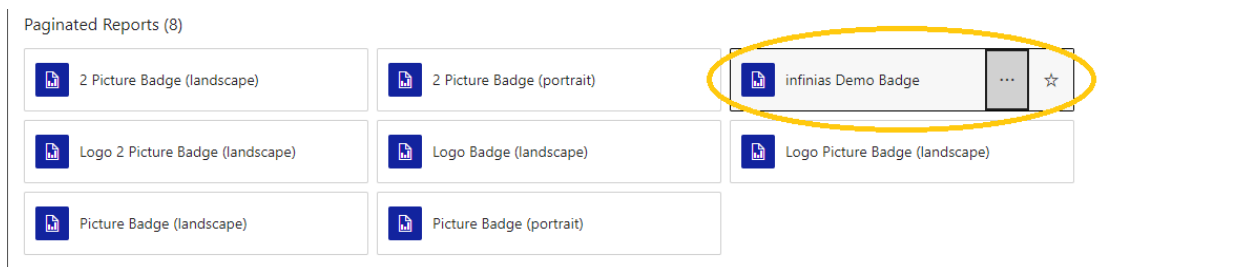
Badges are special; to have them show up in the "Print Badge" option under a Person in INFINIAS, the badge must be stored in the Badges folder. If you click on the **Badges** folder link, you will see the default badges:

To add another badge that you have made, click **Upload** and browse to the report file you wish to upload and click OK.

Now you have another badge on the report server. If you check in INFINIAS, you should see the new badge everywhere badges are shown.

Report Parameters

Data Types
The reports page currently recognizes 5 generic parameter types:
- **Boolean** (yes/no, true/false)
- **DateTime** (date and time combined)
- **Integer** (whole numbers)
- **Float** (decimal number)
- **Text** (any string of numbers, letters and/or symbols)

The Report Builder GUI currently does not support multiple values, dependent parameters, or value lists (aka "Available Values") for generic parameters. The GUI will display the appropriate form field

for the paramter with the **Prompt** provided in the parameter properties within the report. It will also attempt to set the field to the default value if one is provided.

Parameters

Below is the list of special parameters the Reports page recognizes:
To take advantage of the special parameter types simply name your parameter the same as one of the following special parameters. Make sure to set the parameter type appropriately.

PersonId:

Gives a view of people in the system allowing you to select one or more people across multiple pages. The prompt and whether multiselect is enabled is controlled by the report's parameter settings. If nothing is selected, the parameter will be set to "0".
Set the parameter type to "integer" in the report.

GroupId:

Gives a view of groups in the system allowing you to select one or more groups across multiple pages. The prompt and whether multiselect is enabled is controlled by the report's parameter settings. If nothing is selected, the parameter will be set to "0".
Set the parameter type to "integer" in the report.

ZoneId:

Gives a view of zones in the system allowing you to select one or more zones across multiple pages. The prompt and whether multiselect is enabled is controlled by the report's parameter settings. If nothing is selected, the parameter will be set to "0".
Set the parameter type to "integer" in the report.

ScheduleId:

Gives view of schedules in the system allowing you to select one or more schedules across multiple pages. The prompt and whether multiselect is enabled is controlled by the report's parameter settings. If nothing is selected, the parameter will be set to "0".
Set the parameter type to "integer" in the report.

DoorId:

Gives a view of doors in the system allowing you to select one or more doors across multiple pages. The prompt and whether multiselect is enabled is controlled by the report's parameter settings. If nothing is selected, the parameter will be set to "0".
Set the parameter type to "integer" in the report.

DoorBehaviorId:

Gives a view of door behaviors in the system allowing you to select one or more door behaviors across multiple pages. The prompt, and whether "multiselect" is enabled, is controlled by the report's parameter settings. If nothing is selected, the parameter will be set to "0".

Set the parameter type to "integer" in the report.

TimeZoneOffset:

This parameter will be set to the time zone offset in minutes. The user will not receive a prompt for this parameter. For example, if your time zone offset is -4:30 hours the parameter in your report will be set to -270.
Set the parameter type to "integer" in the report.

TimeZoneName:

This parameter will be set to the three-letter time zone name. The user will not receive a prompt for this parameter. For example, if your time zone is Eastern Standard Time the parameter in your report will be set to "EST".
Set the parameter type to "text" in the report.